

# PG Social Networking

## **PG Social Networking**

### Administration manual

Version July 2010

## How to start...

Before you start operating your Site there are several steps you should follow to optimize your time and effort:

**1.** After initial software installation run installation script for countries database. Install path is: <http://yoursitename.com/install/countries>. To proceed countries installation it's necessary to access your ftp server and rename '...' folder to 'install'; after it you'll be able to access <http://.../install/countries> page and install countries database.

Rename 'install' folder to some other name after countries are installed.

**2.** Upload a new logo for your site.

You can upload a new Logo from the Admin panel: Admin settings > Site logotype. Here you can change the site logotype any time you need it.

You can also add it through your FTP. The path for the logo is:

Templates>pilot\_3\_theme>images>logo.gif.

Please note that a new logo should be same name, size and format as the initial one. Just create a new one and upload to the same place instead of the current image.

**3.** Set up site user types in admin mode>Reference lists>user types. It's necessary for core settings of the system.

**4.** Choose currency type: Virtual or Real money. You can set it up at admin mode>Billing>Payment settings> Select Payment Service to manage: Virtual Currency settings.

**5.** Register with one of the payment systems integrated at the site to get merchant account info and activate payment settings at your Site.

**6.** Change site Titles, keywords, copyright (if necessary), descriptions in Language files in administration mode. You can change meta tags for special pages in the footer too. Please check Area Editor>Info pages.

## Logging in...

To login as administrator, enter login/password you indicated during installation (<http://www.yournetworkingsite.com/admin/> — if a site was installed into root). If authorization was successful, you'll get the main page of admin area. Such sections as Knowledgebase, Company News, Site statistic, Documentation and our Blog are available here. Knowledgebase contains basic information on the product, FAQ and manuals. Site statistic provides information about your site and users. This page is always available by link "Home" in left upper corner. Admin mode consists of several parts; below you see a description of every part.

Note: When you work with PG Social Networking admin area, server uses PHP sessions mechanism for identifying a user. Session is a session of your work with a site. Sessions mechanism can't precisely define the moment when you finished working with admin area if you don't use "Log out" button. So we use time-out — predefined time. After this time is out, the system finishes admin session automatically. In Social Networking timeout is set to 24 minutes. If during 24 minutes admin doesn't make any actions, then the system asks you to enter login/password for working admin area.

## 1. Site statistics

Home page of Administration mode contains extended site stats on user activity, urgent alerts, site payments, services and memberships, user statistics.

### 1.1 Urgent alerts section

New abuse reports: [1](#)   New gifts orders: [1](#)

This top section shows actions Administrator should perform to manage site more efficiently. You can click the link-number to get directly to management section you need.

### 1.2 General Site Statistics

It shows stats on site users and most popular tools they use. You can view:

- 1) People who are on site (On site now)
- 2) Total number of users you have at a site.
- 3) People in chat at the moment (In chats now)
- 4) People registered today, last week, last month (Today registered/Last week registered/Last month registered)
- 5) Most active users (Members who are logged in most often) and the most popular members (based on ratings)
- 6) Most popular tools (pages and actions your users take most often) within a month
- 7) Least popular tools for the last month (pages which are used very rarely)

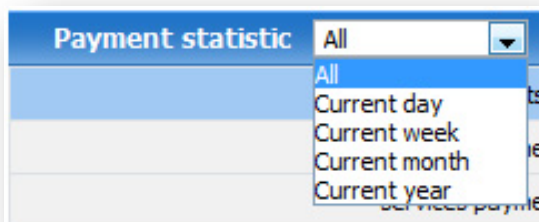
General statistics	
All users:	22
Male at the sites:	11
Female at the sites:	11
On site now:	0
In chats now:	0
Today registered:	0
Last week registered:	22
Last month registered:	22
Members who are logged in most often:	demo
The most popular members:	demo
The most popular tools (last month):	Viewed users profiles, Poll
The least used tools (last month):	Blog

## 1.3 Payment Statistics

This section allows you to see your site profits, different payments and sums, graphs on money received and activity.

Payment statistic <span>All</span>	
Payments from cc:	<b>0 EUR</b>
- memberships payments only:	<b>0 EUR</b>
- services payments only:	<b>1 EUR</b>
- on users accounts: (only for the whole period of site work)	<b>116.01 EUR</b>
Most profitable service:	<b>Virtual gifts</b>
Most profitable membership:	<b>not calculated yet</b>
Total payments for service <span>Payments from cc</span> :	<b>0 EUR</b>

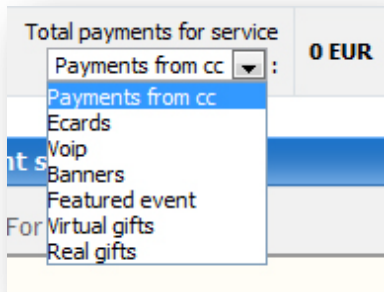
At the top you can select a timeline for the stats:



### You can check the following:

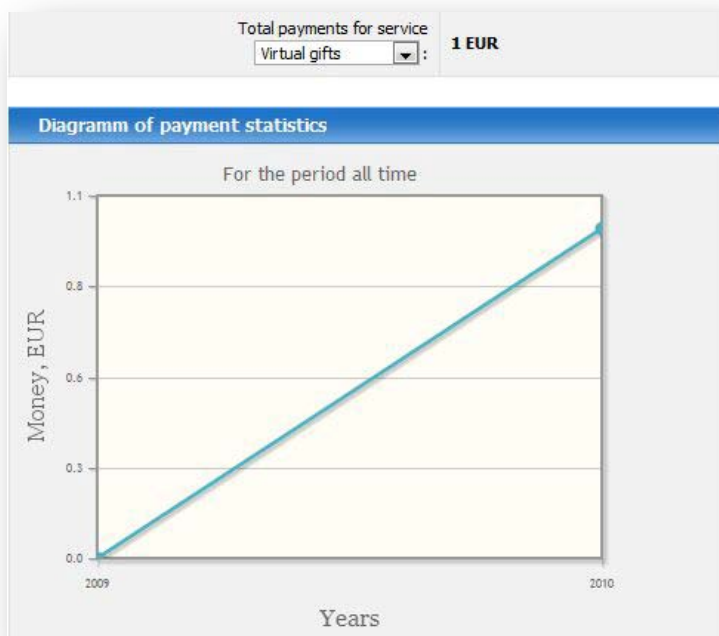
- 1) Payments from cc – it collects all money that were paid to you through all payment systems (not including money on user accounts as they haven't been used yet)
- 2) Membership payments only – includes only payments for group memberships from your site users.
- 3) Services payments only – includes payments for site services (e-cards, user banners, lift up profile service, gift shop service if available) from your site users for a certain period of time.
- 4) On users accounts- you can see how much money is on users accounts right now and hasn't been used yet. *It does not work with timeline sorting.* Shows data from the start of site operation.
- 5) Most profitable services- services that bring you most of money.
- 6) Most profitable membership - check what membership group and permissions are the most valuable for you and your clients (what works)!
- 7) Special stats for services on a site- total payments for service: you can see the stats on payments for each service separately and graphic data for them. You can also use timelines drop down to sort data:





After you choose a timeline at the first drop down you can also choose a type of service you want to know about.

Example: Please check Virtual gifts service payments data for a year. Note that by default the system shows the stats for a current year. To change it you should use "Payment statistics" drop down



## 1.4 Users statistics.

This section allows you sorting your users by their profile questions. You can see data on your database and sort it by date.

To get the data, choose a timeline and then choose special fields. The system will automatically count users.

Note: if you have Dating module activated (admin mode>general settings), you'll have those fields in a sorting area too.

Detailed users statistic
All

Choose profile fields to sort the data

Note: You can use timeline to sort the data.

Country: All

Region:

City:

Zipcode:

User type: All

Age: 18 - 80

Interested in: All

Looking for: All

Site language: All

Networking category: All

Subcategory:

Role:

Company type: All

Academic degree: All

Weight: All

Height: All



Send

Staistics results: [23 users](#)

## 1.5 Tips on site management & manuals.

Now all necessary links are at administrator homepage. Use them to navigate your site faster.

Manuals links help you open all manuals faster:

Tips on management	
1	Set up major settings in <a href="#">General settings section</a>
2	Add your <a href="#">Administration info</a> to receive site alerts and contact forms
3	Upload your <a href="#">logo</a>
4	Set site <a href="#">currencies, payments &amp; services</a>
5	Manage <a href="#">Users Groups</a>
6	Adjust site texts in <a href="#">language files</a>
7	Manage profiles content in <a href="#">Reference lists</a>
8	Get <a href="#">additional modules</a> to extend functionality
Manuals page links	
	<a href="#">Admin mode manual</a>
	<a href="#">Sections Management manual</a>

## 2. Site Settings Management

This area is designed to help you administrate most general options of your site. It has several sub areas. Let's have a look at them one by one.

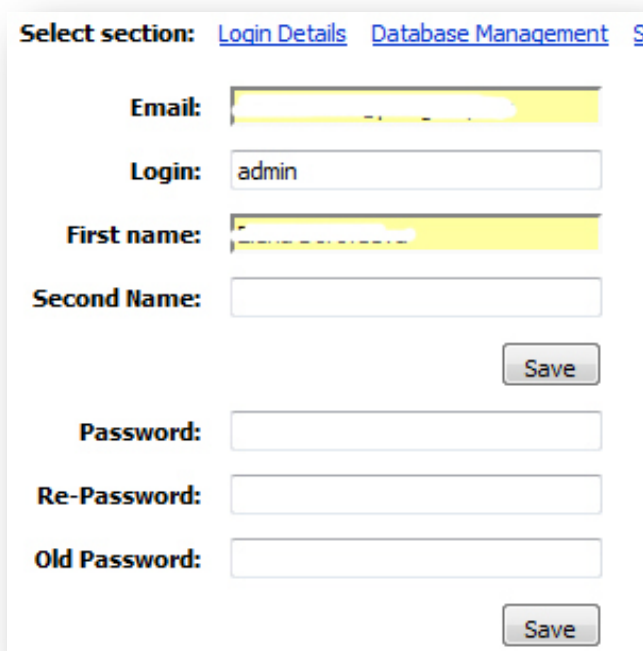
### 2.1. Admin Settings

This section unites all administration setups like databases, logins, passwords and site templates. That's why it's necessary if you plan to edit your administrator's details, backup database or edit some additional information.

#### 2.1.1. Login Details

*Admin mode > Settings > Admin settings > Login details*

Here you can change your Administrative nickname/email/password if you want your current info be secure or by some other reasons.



Note: Pay attention to the fact that administrator should enter new password first, re-enter it and only after it enter old password to change admin password. "Login", "Name" and "Surname" values are saved independently from new password saving. "Email" you use to log into administration panel.

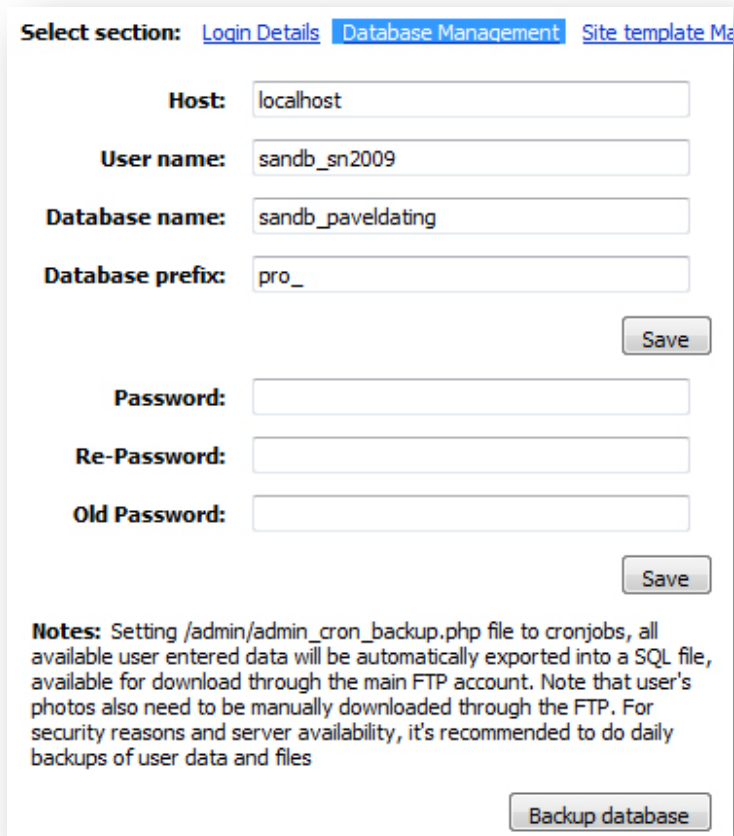
#### 2.1.2. Data Base Management

*Admin mode > Settings > Admin settings > Database management*

Here you can set database access info if it was changed since moment of installation; it is used for system work. Please, address your hosting company service center in order to get data for setting

database access info. Usually correct Database info is inserted while installation and is changed if for some reasons the data was edited at your Hosting Control Panel.

Note: be careful with database information changes as it may lead to database information loss or system crash. Use "Backup database" button to back up the current database into software files "backup" folder in the directory where all files for your Software are.



The screenshot shows a web interface for database management. At the top, there are three tabs: "Select section:", "Login Details", "Database Management" (which is active), and "Site template Ma". Below the tabs, there are four input fields: "Host:" with the value "localhost", "User name:" with the value "sandb\_sn2009", "Database name:" with the value "sandb\_paveldating", and "Database prefix:" with the value "pro\_". To the right of these fields is a "Save" button. Below these fields are three more input fields: "Password:", "Re-Password:", and "Old Password:". To the right of these fields is another "Save" button. At the bottom of the form, there is a "Notes" section with text about setting up cron jobs and a "Backup database" button.

Select section: [Login Details](#) [Database Management](#) [Site template Ma](#)

Host:

User name:

Database name:

Database prefix:

Password:

Re-Password:

Old Password:

**Notes:** Setting /admin/admin\_cron\_backup.php file to cronjobs, all available user entered data will be automatically exported into a SQL file, available for download through the main FTP account. Note that user's photos also need to be manually downloaded through the FTP. For security reasons and server availability, it's recommended to do daily backups of user data and files

## 2.2 Site design management.

### 2.2.1 Main page styles.

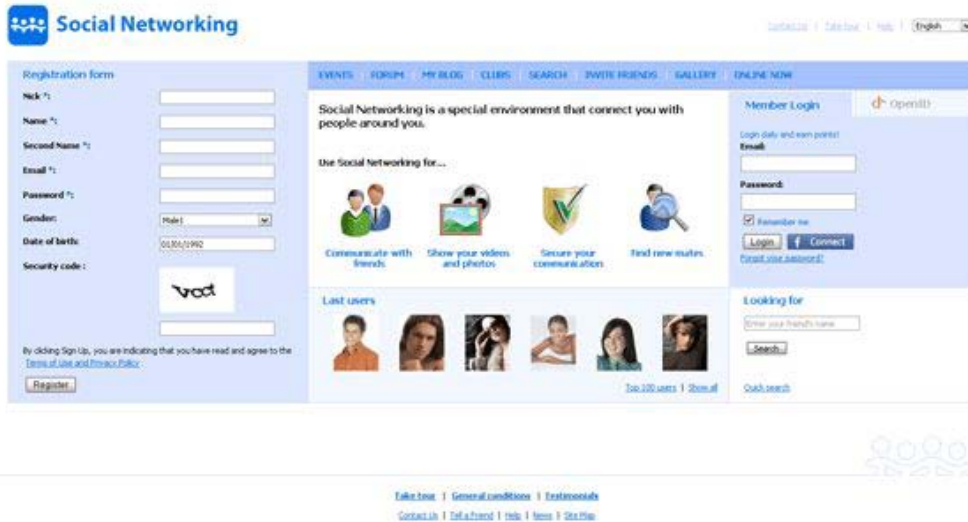
*Admin mode > Settings > Design editor > Main page styles*

You can choose what style you would like to use for your site index page.

You can choose one of the 2:

- ✓ Business style
- ✓ Community style

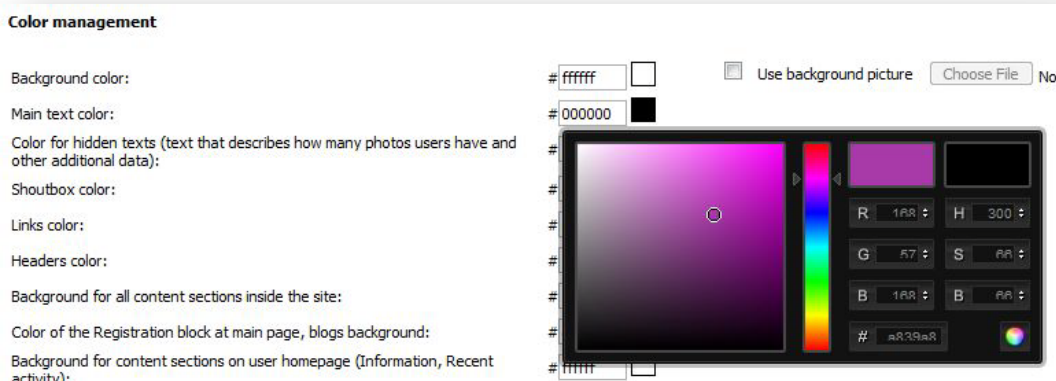
Note: when you choose one or the other, it's only the index page that changes. Other pages are the same.

[Main page style](#) [Css color settings](#)
☐ Business style ☒ Community style


## 2.2.2 Styles management (CSS)

Admin mode > Settings > Design editor > Styles management (css)

In this section you can quickly change your site design - styles, texts, links, and backgrounds. A convenient design editor will help you change your site styles in minutes: use color picker to choose necessary color or add RGB color code into text fields.



You should save when the changes are done.

You can also **apply an image as site background** for every page or use same colors for background. Choose "Use background picture" fields to upload an image.

**Note:** the image size should be no more than 3 Mb.



### 2.2.3. Site template Management

Admin mode > Settings > Design editor > Site template management

Here we should distinguish between Pre-Set templates, other Templates and color themes.

Note: if you create your own, to activate any of them, just choose the one you need in a drop down and press Save.

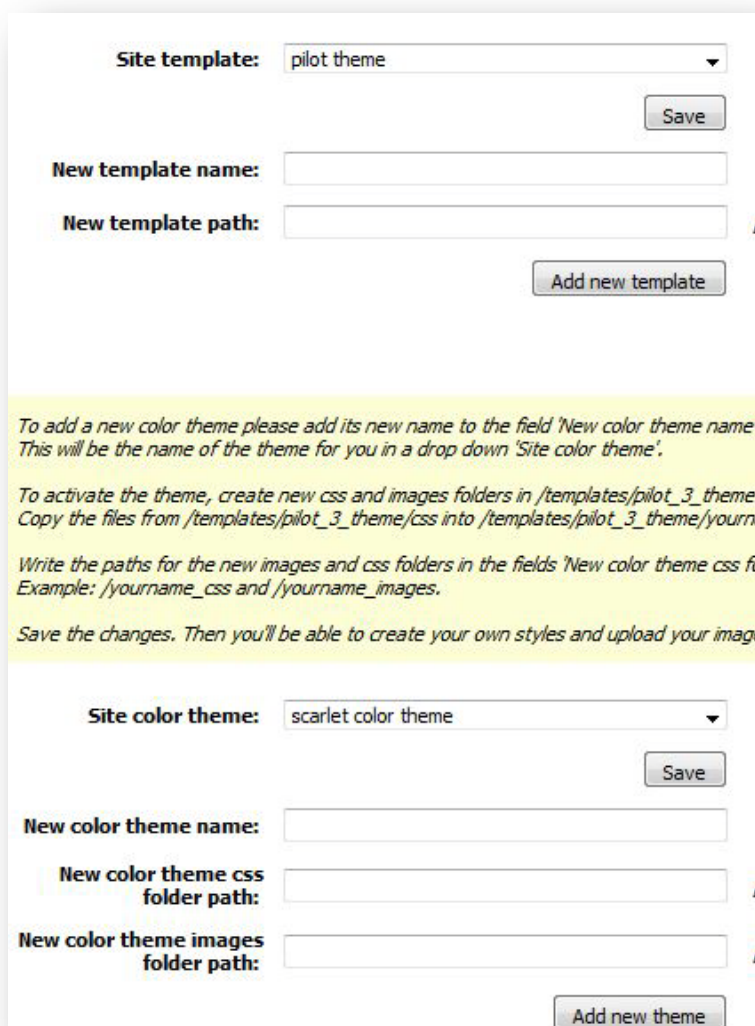
**Other Templates** are templates you implement yourself. To make and add your own Template please add its new name to the field 'New template name'. This will be the name of the Template for you in a drop down 'Site template'.

**To activate your Template**, create new template folder in /templates/yourname\_theme.

Copy the files from /templates/pilot\_3\_theme into templates/yourname\_theme.

Write the paths for the new template theme in the field 'New template path'.

Example: templates/yourname\_theme.



The screenshot shows a web interface for managing site templates. It has two main sections: one for templates and one for color themes. The top section, titled 'Site template:', has a dropdown menu currently showing 'pilot theme' and a 'Save' button. Below this are two text input fields: 'New template name:' and 'New template path:', followed by an 'Add new template' button. The bottom section, titled 'Site color theme:', has a dropdown menu showing 'scarlet color theme' and a 'Save' button. Below this are three text input fields: 'New color theme name:', 'New color theme css folder path:', and 'New color theme images folder path:', followed by an 'Add new theme' button. A yellow highlighted area contains instructions: 'To add a new color theme please add its new name to the field 'New color theme name'. This will be the name of the theme for you in a drop down 'Site color theme'. To activate the theme, create new css and images folders in /templates/pilot\_3\_theme. Copy the files from /templates/pilot\_3\_theme/css into /templates/pilot\_3\_theme/yourname\_theme. Write the paths for the new images and css folders in the fields 'New color theme css folder path' and 'New color theme images folder path'. Example: /yourname\_css and /yourname\_images. Save the changes. Then you'll be able to create your own styles and upload your images.'

Save the changes. Then you'll be able to create your own site template using the initial files. You'll also be able to switch between site templates from this section.

**Color schemes** are styles for the current template. To add a new color theme please add its new name to the field 'New color theme name'. This will be the name of the theme for you in a drop down 'Site color theme'.

**To activate the scheme**, create new css and images folders in /templates/pilot\_3\_theme /yourname\_css and /yourname\_images. Copy the files from /templates/pilot\_3\_theme/css into /templates/pilot\_3\_theme/yourname\_css and from /templates/pilot\_3\_theme/images into /templates/pilot\_3\_theme/yourname\_images.

Write the paths for the new images and css folders in the fields 'New color theme css folder path' and 'New color theme images folder path'.

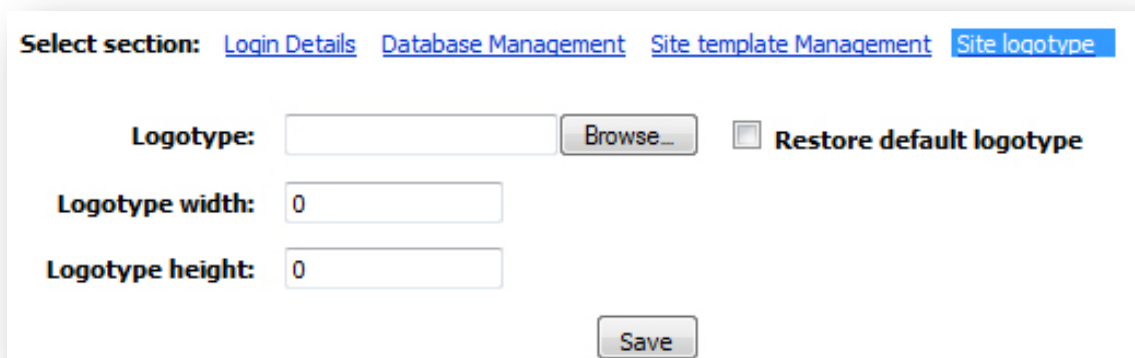
Example: /yourname\_css and /yourname\_images.

Save the changes. Then you'll be able to create your own styles and upload your images. You'll also be able to switch between color themes from this section.

## 2.2.4. Site Logotype

*Admin mode > Settings > Design editor > Site Logotype*

Here you can upload your site logotype. Please note that if you exceed the default sizes, the site design may be corrupted.



Select section: [Login Details](#) [Database Management](#) [Site template Management](#) [Site logotype](#)

Logotype:   ☐ **Restore default logotype**

Logotype width:

Logotype height:

If you have uploaded a wrong logo file, you can restore the default one by using checkbox "Restore default logotype".

## 2.3. Languages

*Admin mode > Site settings management > languages*

PG Social Networking languages can be set in this admin area section. Our system uses language indicated in "Default language" field by default. In Social Networking user mode all site members and visitors have a choice of languages and it depends on what you check in "Visible languages" fields. This function lets users from different countries visit your site.



Default language: english Edit selected language file Edit email alerts language file

☒ english Edit Edit Countries  
☒ russian Edit Edit Countries  
☒ french Edit Edit Countries  
☒ danish Edit Edit Countries

Active site languages:

☒ german Edit Edit Countries  
☒ italian Edit Edit Countries  
☒ bosnian Edit Edit Countries  
☒ portuguese Edit Edit Countries  
☒ spanish Edit Edit Countries

Save

Add new site language:

Name	Code	Charset
<input type="text"/> e.g. english	<input type="text"/> e.g. en-us	<input type="text"/> UTF-8

Add

## Adding a language

Administrator can add any language he/she wants. He/she should make the following steps:

1. At the bottom of the page you will see a line where you can add Language name, Encoding and Charset.
2. After you add your language, English language file will be copied and all you will need to do is to translate it right at Admin area, to your required language. It is done in Site Settings Management> Languages> your added language> Edit selected language file and Edit Alerts Language file and at Reference Lists> your added language.
3. You should also translate some images kept at your ftp server in `\templates\pilot_3_theme\images\your added language`. It is possible to make changes to the language choosing language and clicking "Edit selected langfile". Make changes only to the words within commas: "".

Add new site language:

Name	Code	Charset
<input type="text"/> e.g. english	<input type="text"/> e.g. en-us	<input type="text"/> UTF-8

Add

**Attention:** Changes in language files don't affect graphics containing texts.

**Note 1:** If you don't check any language in "Visible Languages", your site guests or members will have access to Default language only. To maintain Multilanguage interface system uses language files which you can set yourself by choosing necessary language and pressing "Edit selected langfile". Make changes in the pop-up window and press "Save changes". Press "Close window" if you don't want to save changes.

**Note 2:** When adding a language that requires special encoding, be sure to specify it in "charset" field. For Spanish language windows charset is better. Some languages like Arabic need special work to make text display backwards.



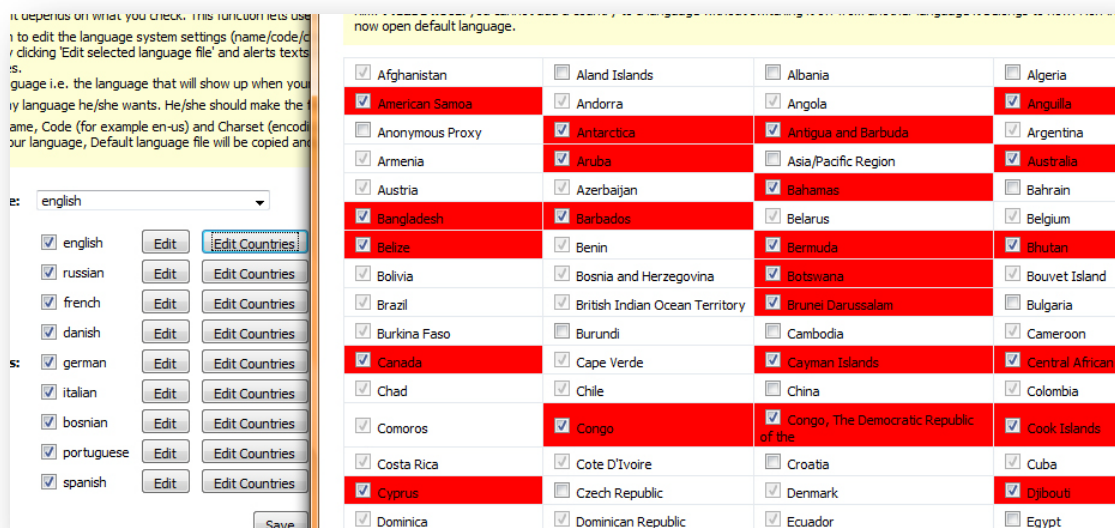
## Site language identification by IP address

This feature makes possible a fast choice of a site language version by IP, user OS settings. System does it automatically and adds a country flag to a language name on the index page. Users can change language any time if it's wrong.

In Languages section you can manage a list of countries that run this or that language for users automatically.

For example: if you come to a site from UK, the system checks by IP and other settings and runs English language file for you when you open the site.

To manage Countries press "Edit Countries" button for necessary language and you'll have a pop up window with a list all countries installed on a site. Countries referred to the language you have chosen are lighted Red:

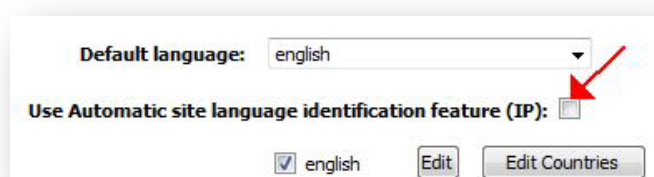


You can do the following:

- 1) Uncheck a country to stop showing this language for the country
- 2) Activate a country for the language

Note: countries which do not have any indication will have a default language file opened if a user comes to a site from that country. Also, you need to uncheck a country in one list to add it to another.

To activate this feature you should check the line *Use Automatic site language identification feature (IP):*



## 2.4. General Settings

In this section you can set different site functions. The changes are saved by pressing "Save changes" button. It's divided into thematic sections according to site usage: Profile Features Management.

### 2.4.1 Profile Features Management

It covers such sections like profile limits, zip codes, personal data (name, second name and birthday) display in profiles, additional info for the user profiles (comments, last connection date).

Example: "View profile limit" is made for site guests. Default value "3" means that a guest will be redirected to registration page after viewing 3 profiles.

Note: "Show 'New faces' for:" - allows you to set up for how long a new user will be considered to be new in a system and shown as new in Search Results. Insert results in days.

Profile features management

View profile limit (for non-registered users):

Mail attaches limit:

Minimum age value in search form:

Maximum age value in search form:

Show 'New faces' for:  days in Search Results

At a site display users names as: ☒ Full names ☐ Nicknames

Show user's Zip-code in View profile: ☒

Show user's Birthday in View profile: ☒

Show user's Last Connection date in Search results & View profile: ☐

Show user's Comments in Search results: ☒

Show user's Group in Search results and View profile: ☒

The sections here are the following:

Possibility to show either user full names or nick names throughout your site - To set up this feature, use "At a site display users names as:" section. Choose necessary position and Save.

**View profile limit (for non-registered users)** - Sets up how many profiles a guest will be able to browse before he's asked to register or log in.

**Mail attaches limit** – Sets how many attaches can be added to user inner mail message.

**Minimum/Maximum age value in search form** – sets the min and max age frames which will be shown in quick and advanced search forms.

## 2.4.2 Approvals Management

This section monitors all uploads approvals settings, profiles approvals.



Approvals management

Use users registration confirmation: ☐

Use users registration approve: ☐

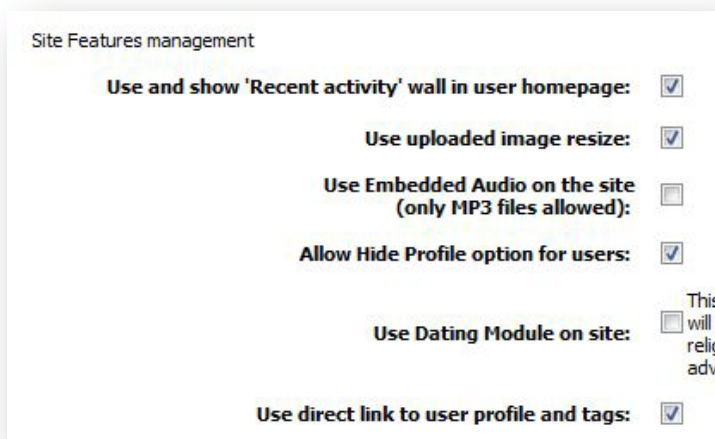
The sections here are the following:

**Use users registration confirmation** – if you mark this option email will be sent to user's email after registration asking to confirm registration. Your user will have to click the activation link in the email. If user does not confirm registration, he will be able to login to the site and see profile but will not be able to make any changes and user site services and other users will not see him either.

**Use users registration approve** - if you mark this option, your users will have to wait until you, as admin, activate their profile after a check. A special email will be sent to your administrator email notifying on the fact that some profiles are awaiting for approval.

## 2.4.3. Site Features Management

It's a section for management general site options like image resize, watermark, Shoutbox, horoscope, Kisses, Hide profile and many more. Here you can switch them on/off and have immediate changes on a site.



Site Features management

Use and show 'Recent activity' wall in user homepage: ☒

Use uploaded image resize: ☒

Use Embedded Audio on the site (only MP3 files allowed): ☐

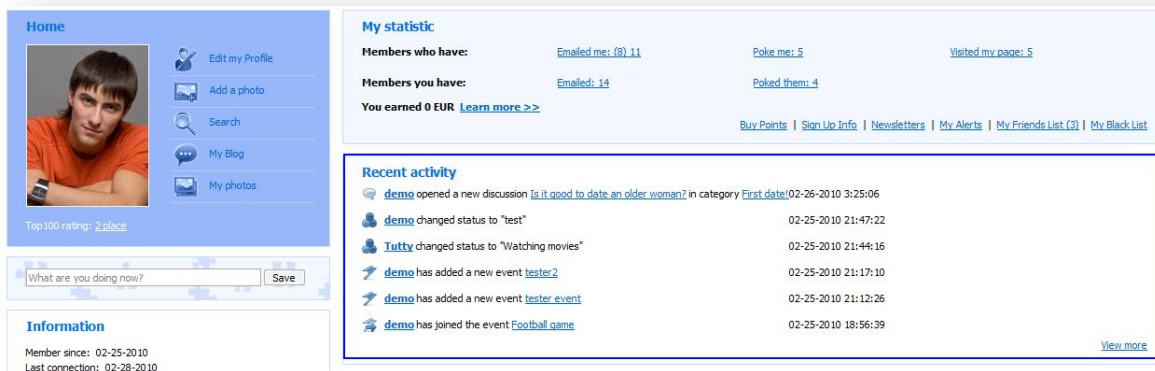
Allow Hide Profile option for users: ☒

Use Dating Module on site: ☐ This will a relig adv

Use direct link to user profile and tags: ☒

The sections here are the following:

**Use and show 'Recent activity' wall in user homepage** – if the option is on, all users will have Activity report wall at their homepage:



**Use uploaded image resize** - if the option is on, all images will be resized when uploaded. You should have this option available on server too. Otherwise the section will be inactive here.

**Use Embedded Audio on the site (only MP3 files allowed)** - If you switch it on, all MP3 audio files will be played in a player right from site pages.

**Allow Hide Profile option for users** - Users will be able to hide their profile and won't be shown in search results. Their friends will be still able to see hidden profiles. Users set it up in their account page.

**Use direct link to user profile and tags** – possibility to switch on/off an option to display a direct link to user profile at his profile page. It's like a public profile.

**Use Dating Module on a site** - *Dating Module* may be switched on/off. This module will make your site more Dating oriented in case you need to create mixed community.

*"Personal information"* section will appear in users' profiles and at registration pages. It'll include the following items: height, weight, body type, ethnicity, religion, my style, smoking and drinking habits, income, music and film styles. Those sections will also appear in quick and advanced searches. Here's how it looks like in the User Mode:

**My description**  
[Edit this section](#)

**Weight:**  
61kg - 70kg (135-155lbs)

**Body type:**  
Athletic

**My style:**

**Drinker:**

**Music style:**

**Height:**  
191cm-200cm(6,3ft-6,7ft)

**Ethnicity:**  
Arab

**Smoker:**  
I don't smoke

**Income:**  
From 50 to 75 k/year

**Film style:**

Completed

## 2.4.4 Miscellaneous

This section covers general features settings for your site like View Location on Map option and Date Format.

**Note:** If you do not wish to make the feature (option) active on your Site manually you should remove the 'tick' from all the settings check boxes.

Miscellaneous

Quantity of symbols in zip-code:

To use letters in zip-code: ☐

Google Maps API key:

For 'View location on map', please, request your own Google API key on [Google](#)

Yahoo Application ID: ☒

For 'View location on map', please, request your own Application ID on [Yahoo](#)

The following specifiers may be used in the format string:  
Y - Year, numeric, 4 digits  
y - Year, numeric, 2 digits  
d - Day of the month, numeric (00..31)  
e - Day of the month, numeric (0..31)  
m - Month, numeric (01..12)  
c - Month, numeric (1..12)

Date Format:

Example: 02-28-2010

Use ffmpeg module (for Video2Flash feature): ☐

Path to ffmpeg module (Video2Flash option):

Example: /usr/bin/ffmpeg/

Flv output dimension:

Example: 320x240

Flv output audio sampling rate:

Example: 44100

Flv output audio bit rate:

Example: 12

Flv output foto dimension:

Example: 120x72

The sections here are the following:

**Num news on index page** - You can set how many news will be shown at a site index page to match your design.

**Back up limit files** - Sets up how many backup packages will be stored at your FTP server when you back up your site files. After that the extra files will be deleted starting from the oldest.

**Use ffmpeg module (for Video2Flash feature)** - It's necessary for YouTube like videos display and play. Your hosting provider should give you all parameters for activation.

**Note:** all data for ffmpeg module should be requested from your hosting company and inserted in this section in Admin Mode.

**Date Format** - you can set up different date format appropriate to your country standards.

**Google/Yahoo Maps API key** - Necessary for 'View location on map' option, please, request your own Google API key or Yahoo maps ID to activate the maps at a site. Then, if a user has indicated his city in a profile link to his location in the map will appear in his profile.

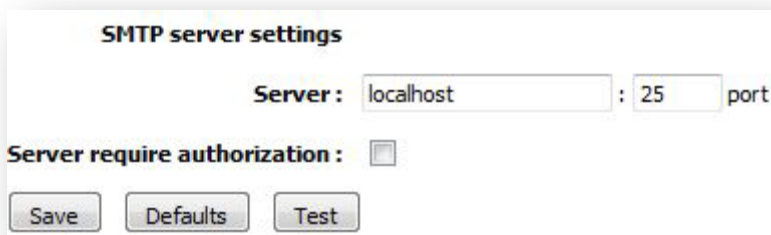
**To use letter is zip-code** - this option is made mostly for European countries. For example, UK zip-code can look like BH12 5HH. Mark this option and users will be able to enter such zip codes at registration and search at your site.

## 2.5 SMTP Settings

*Admin mode>Site settings management>SMTP Settings*

In this section you'll be able to write in the data for your SMTP server – a server for sending in and out your alerts, emails, contact forms, newsletters. IF your hosting company has special settings, make sure you insert correct one here and save.

Usually hosting companies use default setting for SMTP – localhost, port 25. If that's the case, leave this section as it is now. You can always return to default settings by pressing button "Defaults". Press "Test" button to send a test email to our administrator email (it's set in admin mode>site settings management>admin settings).



The screenshot shows a form titled "SMTP server settings". It contains a "Server:" label followed by a text input field containing "localhost", a colon, a port input field containing "25", and the word "port". Below this is a checkbox labeled "Server require authorization:" which is currently unchecked. At the bottom of the form are three buttons: "Save", "Defaults", and "Test".

If you receive a test email, it means that your SMTP server works fine and you are all set!

## 2.6 Sharing tools: Facebook connect settings

*Admin mode>Site settings management>Sharing tools*

You can allow your users register and log into your site with their login/pass data at Facebook. To activate this feature, you should do the following:

- 1) Go to *Site settings management>Sharing tools>Facebook*
- 2) Activate Facebook options in "Use Facebook connect" checkbox



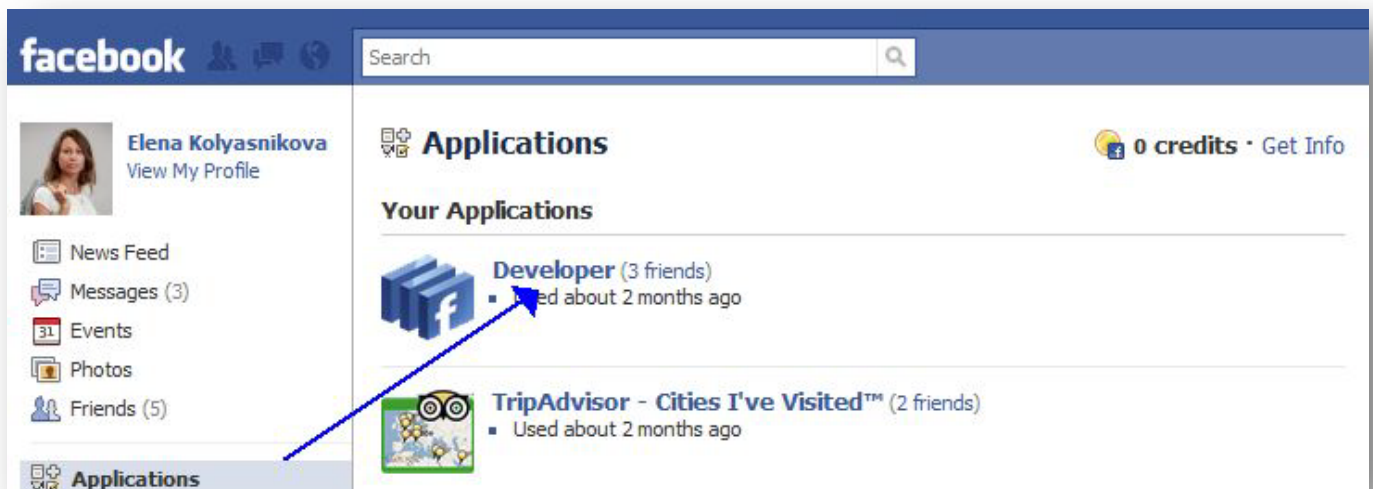
The screenshot shows a form titled "Use facebook connect" with a checked checkbox. Below the checkbox are two text input fields: "Api key \*" and "Secret key \*". At the bottom of the form is a "Save" button.

3) you need to get API key and secret key from your Facebook account to insert into your activation fields.

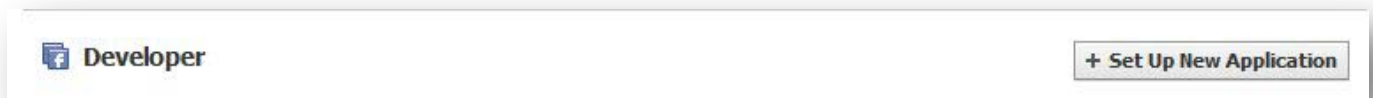
4) Go to Facebook.com, log into your account

5) Go to "Applications" section and then press "Developer" section





And then press "Set new application button":

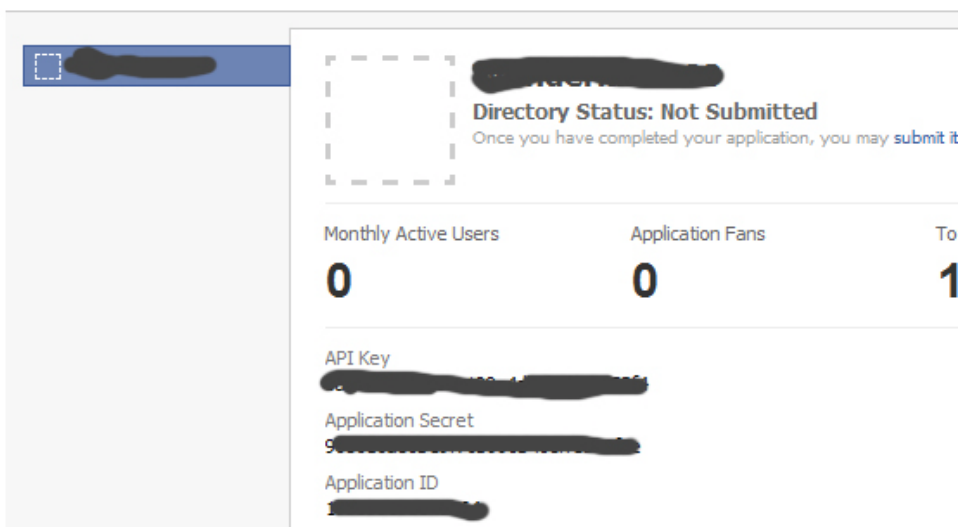


Note 1: it does not matter how you name it. So just create a new application adding your site url in there.

Note 2: If you do not have "Developer" option in Application page, please use link to create a new application: <http://www.facebook.com/developers/createapp.php>

6) When creating an app, don't forget to fill on "**Canvas Callback URL**" tab for site url. It should be of the following format: [http://siteurl.com/facebook\\_connect/](http://siteurl.com/facebook_connect/)

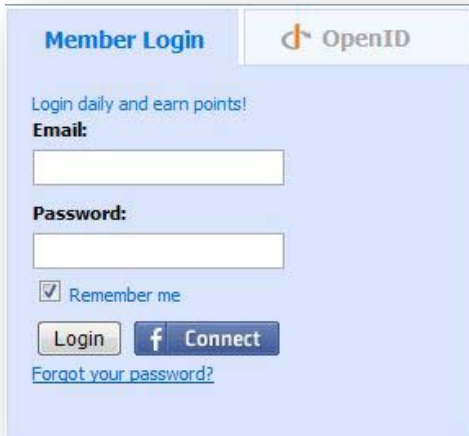
7) After application is submitted, you'll see the following data:




Copy API key and Application secret (for secret key) and add it into Social Networking site.

If you do not have "Developer" option in Application page, please use link to create a new application:  
<http://www.facebook.com/developers/createapp.php>

7) As a result, you'll get Facebook Connect button at your main page:




**Member Login**  OpenID

Login daily and earn points!

**Email:**

**Password:**

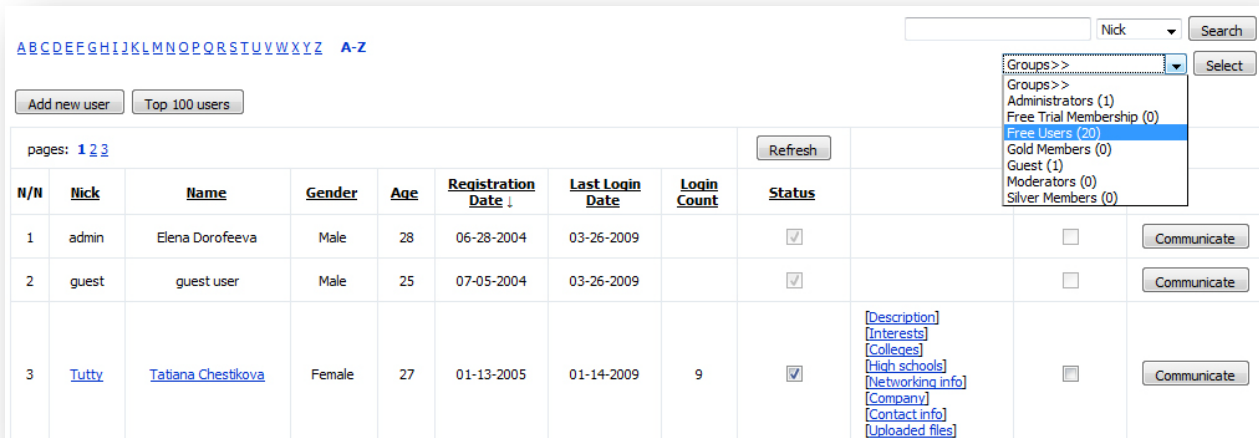
☒ Remember me



[Forgot your password?](#)

## 3. Users

Admin mode>Users



AB C D E F G H I J K L M N O P Q R S T U V W X Y Z A-Z

pages: 1 2 3

N/N	Nick	Name	Gender	Age	Registration Date ↓	Last Login Date	Login Count	Status			
1	admin	Elena Dorofeeva	Male	28	06-28-2004	03-26-2009		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="Communicate"/>
2	guest	guest user	Male	25	07-05-2004	03-26-2009		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="button" value="Communicate"/>
3	<a href="#">Tutty</a>	<a href="#">Tatiana Chestikova</a>	Female	27	01-13-2005	01-14-2009	9	<input checked="" type="checkbox"/>	<a href="#">[Description]</a> <a href="#">[Interests]</a> <a href="#">[Colleges]</a> <a href="#">[High schools]</a> <a href="#">[Networking info]</a> <a href="#">[Company]</a> <a href="#">[Contact info]</a> <a href="#">[Uploaded files]</a>	<input type="checkbox"/>	<input type="button" value="Communicate"/>

Groups >> Administrators (1) Free Trial Membership (0) **Free Users (20)** Gold Members (0) Guest (1) Moderators (0) Silver Members (0)

### 3.1. Users List

Admin mode>Users>Users List

This section of your admin shows data on your Site users, allows check and edit their profiles, change their status, uploads, contact your members. Searching and sorting members

You can choose one of the suggested ways to perform system user search: either by indicating first Nick letter (please, use alphabetic letters' list "A-Z") or by choosing one of search parameters. In the current Social Networking version available search parameters are:

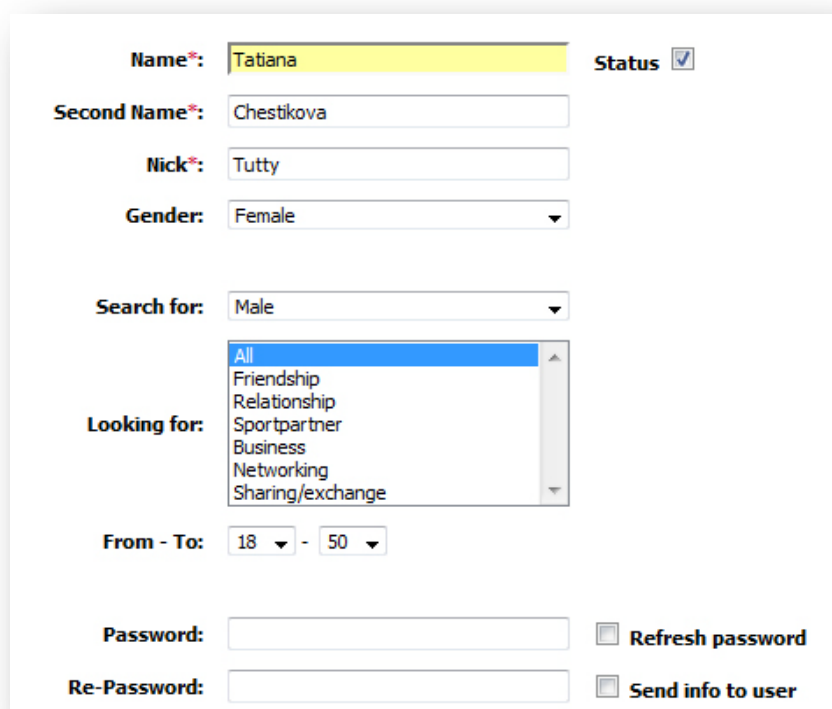


- Nick
- Name
- Surname
- E-mail

Please, choose parameter, indicate necessary value and press "Search" button. A list of system users found according to search parameters will be in search results. It is possible to sort users by Nick, by Name, by Gender, by Age, by Registration date, by Last Login Date, by Status.

You can also view users who are in a certain user group (like Silver members only). Just use "Groups>>" sorting section above and click "Select"

Note: you can also use the user table titles to sort users according to table parameters (Name, Age, last login date etc.) Admin can add/edit any user info.



The form contains the following fields and options:

- Name\*:** Text input with "Tatiana" entered.
- Status:** Checkmark icon.
- Second Name\*:** Text input with "Chestikova" entered.
- Nick\*:** Text input with "Tutty" entered.
- Gender:** Dropdown menu with "Female" selected.
- Search for:** Dropdown menu with "Male" selected.
- Looking for:** List box with options: All, Friendship, Relationship, Sportpartner, Business, Networking, Sharing/exchange. "All" is selected.
- From - To:** Two dropdown menus with "18" and "50" selected.
- Password:** Text input.
- Re-Password:** Text input.
- Refresh password:** Checkmark icon.
- Send info to user:** Checkmark icon.

You can edit user profile information by clicking user name in the list of system users. You can change user status here as well. The changes will be saved after "Save" button is pressed. Press "Delete" button to delete user from the system. Please, use "Back" button if you just viewed user profile, didn't perform any changes and want to come back to system users' list.

### 3.1.1 How to delete a user.

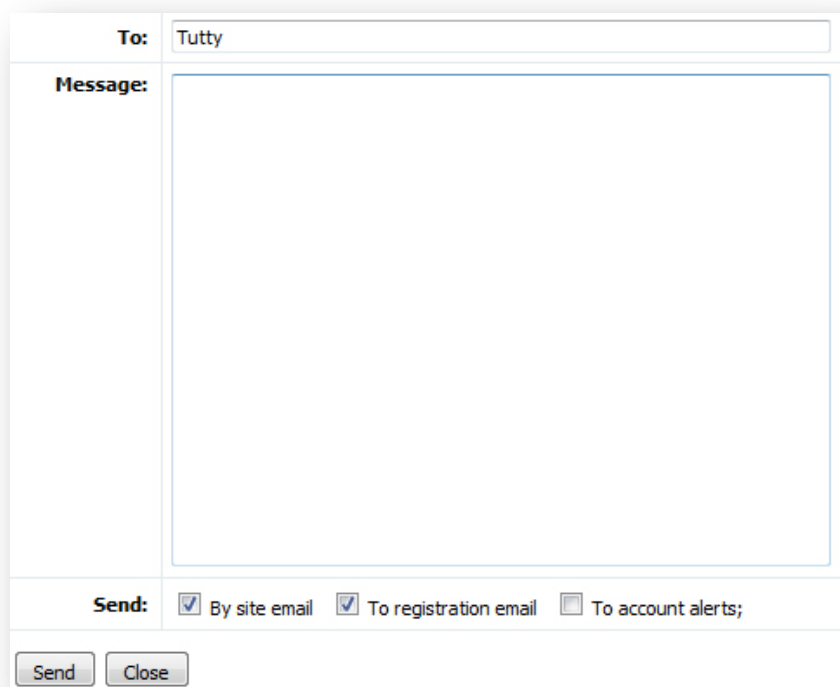
"Delete" button is used to delete system user. System will ask you if you really want to delete user profile in case you pressed this button accidentally. If your answer is affirmative, please, press "Ok" in the pop-up window.

### 3.1.2 Communication with your users.

You will be able to communicate with system user and get the information you need by pressing “Communicate” button on users list page. User nick is pasted automatically into “To” field.

Please, enter message body and choose way of message delivery. In the current Social Networking version the following ways of message delivery are available:

- By site email (user will receive the message to his inside system mailbox if he has access to that site part according to his group user permissions);
- On registration email (user will receive the message to his outside system mailbox no matter what kind of group permissions he has);
- On account alerts (user will receive the message no matter what kind of group user he is, the message will be delivered as system);



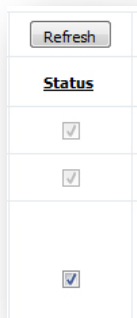
The screenshot shows a web-based communication window. At the top, there is a "To:" label followed by a text input field containing the name "Tutty". Below this is a "Message:" label followed by a large, empty text area for composing the message. At the bottom of the window, there is a "Send:" label followed by three checkboxes: "By site email" (checked), "To registration email" (checked), and "To account alerts;" (unchecked). At the very bottom, there are two buttons: "Send" and "Close".

Press “Send” after the body of the message is entered. “Close” button is pressed if you decided not to send the message and close the window.

### 3.1.3 Changing user’s status.

Changing user status is necessary for admin to decide whether user will be visible for other system users or not. To change status of several users on one page, please, put a tick opposite each user name and press “Refresh” button.

Status of 2 groups of users cannot be changed by default – site administrator and guest user, they are necessary for system work. Any unregistered system user is a guest user.



Guest users have certain permissions which can be set by admin in admin mode in "Settings" section/Miscellaneous and "Groups" section /Edit group/Permissions.

In case you uncheck "Status" field, you make user profile inactive and it will cause the following changes:

- User won't be visible for other system users in search results and won't be visible for them at all;
- User profile information will be available only for admin and he will be able to work at it;

If user tries to enter system using his/her login and password, an error will appear informing that at the present moment this user account is inactive.

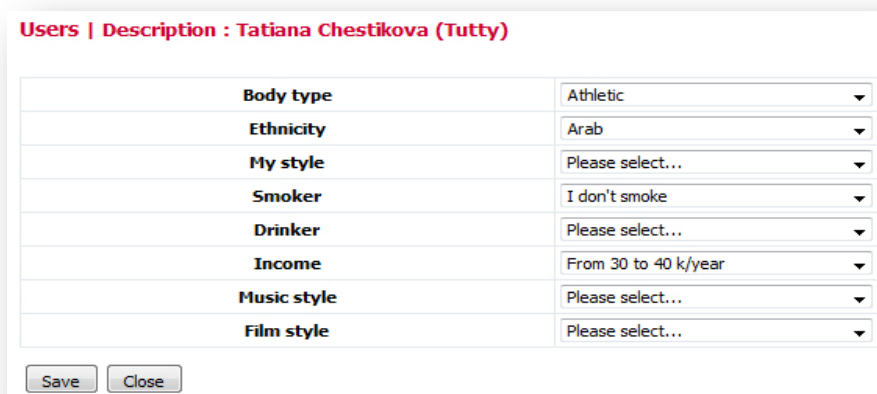
### 3.1.4 Work with user's information.

Basic information entered by site user while registration or working at profile can be viewed and/or edited in the following sections:

#### Description

Please, make the necessary changes and save them by pressing "Save" button. If you just view the information, close the window with the help of "Close" button after it.

Note: This description sections belong to Dating Module and can be switched off in admin mode>General settings>Use Dating Module section.

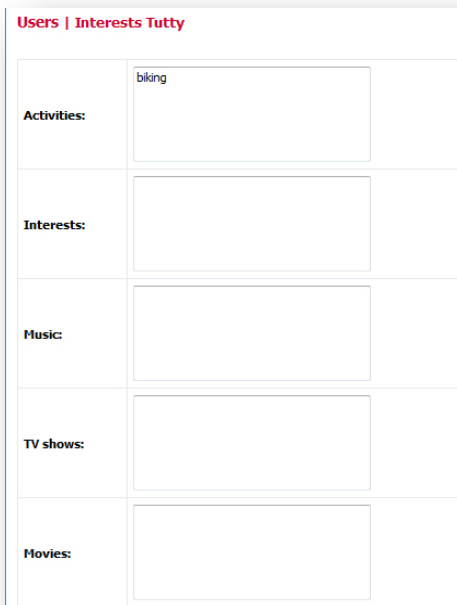


Users   Description : Tatiana Chestikova (Tutty)	
Body type	Athletic
Ethnicity	Arab
My style	Please select...
Smoker	I don't smoke
Drinker	Please select...
Income	From 30 to 40 k/year
Music style	Please select...
Film style	Please select...

Save Close

## Interests

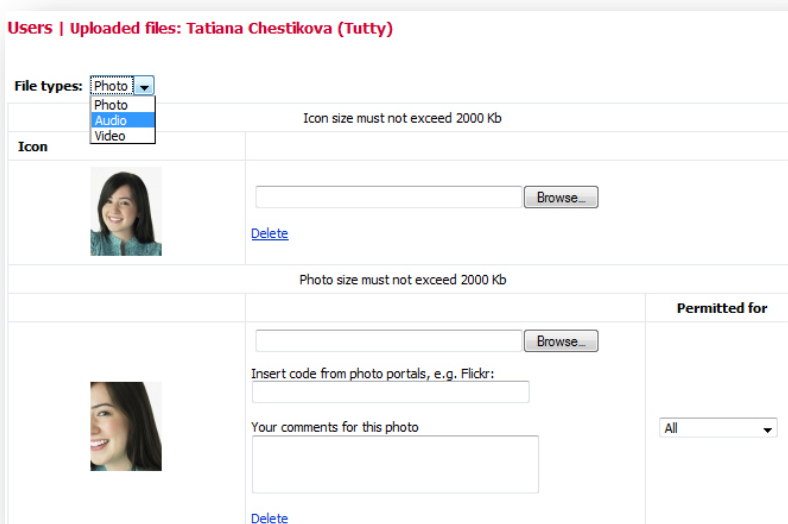
Make the necessary changes and save them with the help of “Save” button. If you just view the information, close the window with the help of “Close” button after it. You will be able to communicate with user by pressing “Communicate” on users’ list page.



## Uploaded files

They are files uploaded by system user. Change or delete files and save the changes with “Save” button. If you just view the information, close the window with the help of “Close” button after it.

Note: “Type of files” drop-down menu will let you view Photos, Audio and Video files uploaded by system user.



Also there are sections: Networking info, High schools, Colleges, Contact info.

Note: Those are sections of user profile and can edit texts for them in admin mode>reference lists.

## Networking Information

This section allows you to see what professional group the user belongs to (interests he shares). You can also adjust these setting for a user here.

**Users | Networking information**

<b>Networking category:</b>	Film ▼
<b>Sub-category:</b>	Direction ▼
<b>Role:</b>	Please select... ▼

Save Close

## Company

This section allows you to view company information for your user. Your member inserts his work experience in his profile. You can see it and add new if requested.

**Users | Company/Work Experience**

Employer	Position	Company type	Work time	
Pilot Group	manager	Internet/E-Commerce	01-2000 - I currently work here	<a href="#">Edit</a> <a href="#">Delete</a>

**Add company**

Employer:

Position:

Company type: Please select... ▼

Work time: 01 ▼ 2009 ▼ - 01 ▼ 2009 ▼ ☐ I currently work here

Add Close

## Contact information

This section allows you to see all contact data your users have saved in a system for other users. In case you cannot contact a user, you can use this section to get other ways to get to him.

Information	Information type	Allowed for	
test@test.com	Emails	Only registered users	<a href="#">Edit</a> <a href="#">Delete</a>
1243546567	Icq nums	All	<a href="#">Edit</a> <a href="#">Delete</a>

**Add contact info**

Information:

Information type: Emails ▼

Allowed for: All ▼

Add Close

## Colleges/Schools information

Here you can view all educational data for the member: Schools, years, colleges, fields of study. You can edit the section if necessary:

**Users | Colleges**

College/University	Class year	Academic degree	Field(s) of Study	
State College	1999	Associate Degree	2	<a href="#">Edit</a> <a href="#">Delete</a>

**Add college/university**

College/University   
Class year   
Academic degree   
Field(s) of Study

## High Schools information

In this section you can view data on schools and Universities for your users. You can also add a school if you need.

**Users | High schools**

College/University	Class year	
#32	1994	<a href="#">Edit</a> <a href="#">Delete</a>

**Add high school**

High school:   
Class year:

## 3.2. Add a user

Using this section you can add new members from administration panel. Press "Add new user" button. Then insert the whole data for a user and save.

## 3.3. Top 100 Users

Top 100 Users List is formed according to other users' rating at your site. The higher rating – the higher this user is in the list. Your users can use a rating feature after making a search and accessing files of other members. Besides, users' rating is seen in search results.

**Note:** Also there's Hot or Not feature where your site members can estimate photos and profile and view their rating. These results also move profiles up on Top 100 results.

pages: 1

Place	Login	Username	Rating	Rated by
1	<a href="#">Tisha</a>	Tisha Batukma	9	1
2	<a href="#">demo</a>	Astemir Weerawar	9	1
3	<a href="#">Daniel</a>	Daniel Bravo	8	1
4	<a href="#">Selmah</a>	Selma Green	7.6667	3
5	<a href="#">Lerick</a>	Vanya Kreev	7	1
6	<a href="#">Joliet</a>	Joliet Foldy	7	1
7	<a href="#">Maria</a>	Maria Black	7	2
8	<a href="#">Tutty</a>	Tatiana Chestkova	7	1
9	<a href="#">karolina</a>	Karolina Pier	6.6667	3
10	<a href="#">AmesIA</a>	Josephine Nanij	6.5	2
11	<a href="#">Olivia</a>	Olivia Scott	6	1
12	<a href="#">alDes</a>	Alexander Deshkin	6	2
13	<a href="#">Steven</a>	Steven Rock	6	2
14	<a href="#">imani</a>	Eugeny Fateev	6	1
15	<a href="#">jenex</a>	Jennifer Charming	5.6667	3
16	<a href="#">Natalie</a>	Natalie Bridges	5.3333	3
17	<a href="#">Akron</a>	Molly Smith	5.3333	3
18	<a href="#">Victor</a>	Victor Zhelyaznov	4	3
19	<a href="#">MarkGuy</a>	Mark Theron	3.5	2
20	<a href="#">Jacob</a>	Jacob Verner	3.5	2
21	<a href="#">Jeremy</a>	Jeremy McCay	3	2

pages: 1

## 3.4 Anti spam system: IP control

You can set up your system so it blocks certain users from registering by single IP, IP range, country.

**Note:** to block a user by country you have to install our IP\_countries package. To install it, run the following url: [http://yoursitename.com/install/ip\\_countries](http://yoursitename.com/install/ip_countries)

Use ip control: ☒

Add banned ip:

Ban type: ☒ Single ip ☐ Ip range ☐ Country

Ban single ip:  \* Format ip must be 255.255.255.255

Comment:

You can switch on/off this checkout. Just use line "Use IP control" to switch.

## 4. Reference Lists

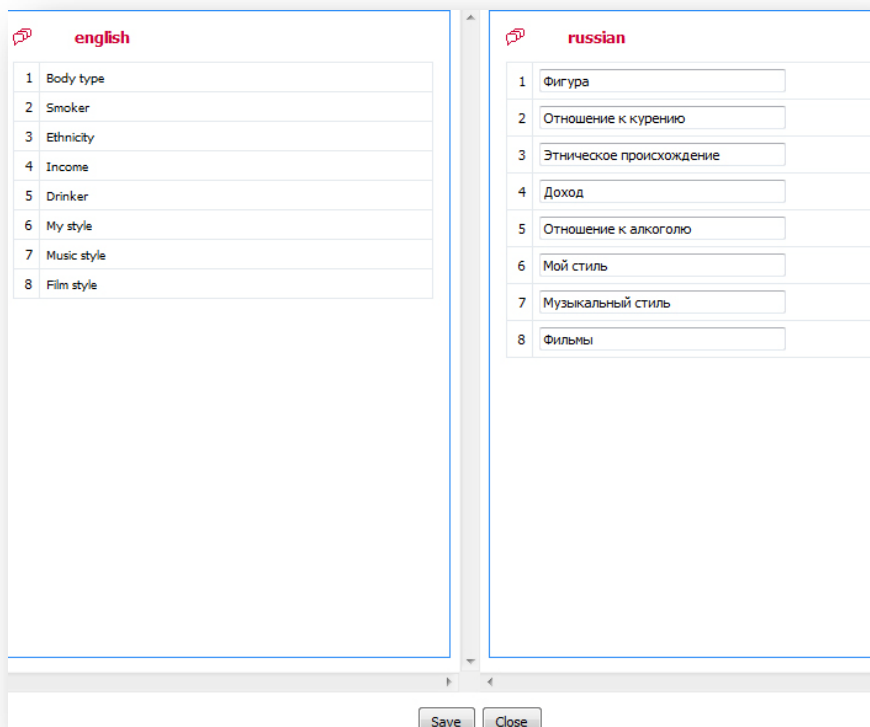
Admin mode>Site content management>Reference lists

In this section you can set profile questionnaire which user answers while registration or working profile. One of the section peculiarities is that it can be translated into other system languages.

[english](#) | [russian](#) | [french](#) | [danish](#) | [german](#) | [italian](#) | [bosnian](#) | [portuguese](#) | [spanish](#)

Please check the upper line with language links and choose language in which you would like to modify a certain section in Reference Lists. Click the language link and in a pop up translate the corresponding lines one by one. Then press "Save".

Here's the Translation Pad that is used in any section in Reference Lists when translation to other languages is made:



english		russian	
1	Body type	1	Фигура
2	Smoker	2	Отношение к курению
3	Ethnicity	3	Этническое происхождение
4	Income	4	Доход
5	Drinker	5	Отношение к алкоголю
6	My style	6	Мой стиль
7	Music style	7	Музыкальный стиль
8	Film style	8	Фильмы

Save Close

## 4.1 Description

*Admin mode>Site content management>Reference lists>Description*

This section lets you add new profile questionnaire items (reference options), edit them and change their status (active/inactive).

Note: This section will be shown in user profile only if your dating Module is on *in Admin mode>General settings>Use dating Module*.



<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuguese</a>   <a href="#">spanish</a>		
N/N	Reference	Option
1	<a href="#">Body type</a>	<input type="button" value="Options"/>
2	<a href="#">Ethnicity</a>	<input type="button" value="Options"/>
3	<a href="#">My style</a>	<input type="button" value="Options"/>
4	<a href="#">Smoker</a>	<input type="button" value="Options"/>
5	<a href="#">Drinker</a>	<input type="button" value="Options"/>
6	<a href="#">Income</a>	<input type="button" value="Options"/>
7	<a href="#">Music style</a>	<input type="button" value="Options"/>
8	<a href="#">Film style</a>	<input type="button" value="Options"/>
pages: <b>1</b>		
<input type="button" value="Add"/>		

Please, use **"Add"** button to add new profile questionnaire item (reference option). Enter item (option) name, status (active status is indicated by default), type (if there is one answer variant or several) and order number in the pop-up window.

**Reference:**

**Sorter:**  ▼

Insert new option name into a name field and set the item position in a list with a help of a sorter.

Save the changes with **"Add"** button. Use **"Back"** button if you don't want to save the changes, it will pass you to reference options' list.

Please, use **"Options"** button to edit reference options. Enter new reference option property and save it with **"Add"** button in the pop-up window. You can also delete/correct mistaken property with **"Delete"** button in the property list. Use **"<"** button to come back to reference options' list.

Note: Follow above described method (by choosing appropriate language) to translate newly saved properties into other system languages.

[english](#) | [russian](#) | [french](#) | [danish](#) | [german](#) | [italian](#) | [bosnian](#) | [portuguese](#) | [spanish](#)

N/N	Option	
1	+ more than 100 k/year	<a href="#">Delete</a>
2	From 10 to 20 k/year	<a href="#">Delete</a>
3	From 20 to 30 k/year	<a href="#">Delete</a>
4	From 30 to 40 k/year	<a href="#">Delete</a>
5	From 40 to 50 k/year	<a href="#">Delete</a>
6	From 50 to 75 k/year	<a href="#">Delete</a>
7	From 75 to 100 k/year	<a href="#">Delete</a>
8	Less then 10 k/year	<a href="#">Delete</a>

**Add new option**

New option:  [Add](#)

[Back to a list](#)

## 4.2. Countries

There is a list of countries, states, and cities in "Country" section. You can indicate a list of cities and zip codes for each country.

You can install Countries running installation script: <http://www.yourdomain.com/install/countries> (where www.yourdomain.com is your site name). This link with your site url should appear automatically after initial software installation.

Country:  [Add](#)

pages: [1](#)

N/N	Country	
1	<a href="#">United States</a>	<a href="#">Edit</a> <a href="#">Delete</a>

pages: [1](#)

**Note:** To proceed countries installation it's necessary to access your ftp server and rename '...' folder to 'install'; after it you'll be able to access <http://.../install/countries> page and install countries database. Rename 'install' folder to some other name after countries are installed.

Please, pay attention to the fact that whole countries database weighs about 300Mb; we recommend installing from 5 to 10 countries (only those that you really need); huge countries database may make your site work slowly.

Follow above described method (by choosing appropriate language) to translate newly saved countries into other system languages. (Check 4.1 Description section)

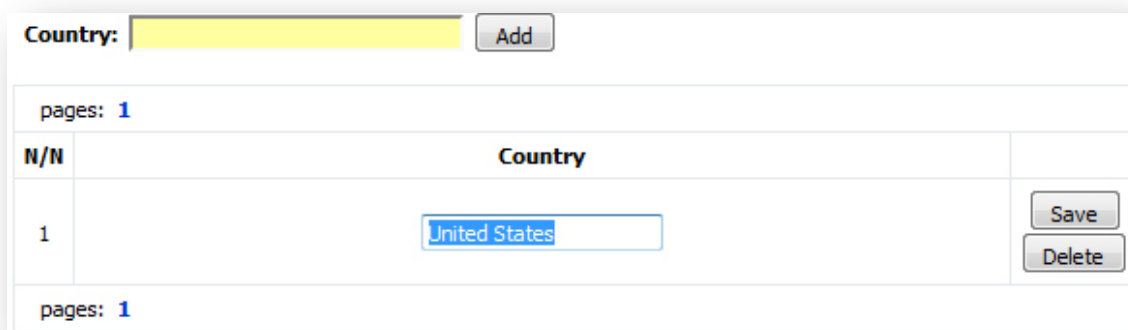
### **Adding regions and cities to a country manually**

Clicking country name will pass you to new page where you will be able to edit country regions (if you click newly added region — then to cities for the chosen region). Here you can add a region and cities for it by indicating its name (name and zip-code for a city) or delete incorrect names.

#### **4.2.1 Adding Countries manually. How to edit name of the country.**

You can add a country manually. Just insert a country name into “Country” field and press “Add” button. The country will appear in a list.

To edit the country name press “Edit” table and edit the name in a dynamic field:



#### **4.2.2 How to add regions, zip codes and cities to a country manually.**

Clicking country name and it'll pass you to new page where you will be able to edit country regions (if you click newly added region — then to cities for the chosen region).

Here you can add a region and cities for it by indicating its name (name and zip-code for a city) or delete incorrect names.

Region:

pages: [1](#) [2](#)

N/N	Region	
1	<a href="#">Alabama</a>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	<a href="#">Alaska</a>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	<a href="#">Arizona</a>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Note:** If city has several zip-codes, enter them separating by “;”. Information is saved with “Add” button. You will be able to translate newly added cities into other system languages by choosing appropriate language.

## 4.3 User Types.

In this section you can create different types of users depending on a purpose of your social network. Those may be gender (man, woman, other) or professions (musician, painter etc). These options will be shown in registrations, profiles, searches.

Registration form

Nick \*:   
Name \*:   
Second Name \*:   
Email \*:   
Password \*:   
Gender:    
Date of birth:

You can adjust these options from Admin mode. Open a section and make changes. Click name-links to edit them.

**Note:** you can translate those answer variants into various site languages, using links st the top of the table:

<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuguese</a>   <a href="#">spanish</a>	
	User type
1	<a href="#">Male</a>
2	<a href="#">Female</a>
3	<a href="#">Other</a>
pages: <b>1</b>	
<input type="button" value="Add"/>	

Press Add button to add a new user Type at a site:

<b>User type:</b>	<input type="text" value="Singer"/>
<b>Sorter:</b>	<input type="text" value="4"/>
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Just type in a new user name and use sorter to locate it in a list of existing names.

## 4.4. Looking for....

This section shows purpose of your being at a site. It exists in search forms for users. It's multi-choice field type.

<b>Quick search</b>	
<b>I am</b>	<b>between the ages of</b>
<input type="text" value="Male"/>	<input type="text" value="19"/> and <input type="text" value="33"/>
<b>Interested in</b>	<b>Country</b>
<input type="text" value="Male"/>	<input type="text" value="Please select..."/>
<b>Looking for... ?</b>	<b>Region</b>
<input type="text" value="Please select..."/> Friendship Relationship Sportpartner Business	<input type="text" value="Please select..."/>
<input checked="" type="checkbox"/> with photo	<b>City</b>
<input type="checkbox"/> online now	<input type="text" value="Please select..."/>
<b>Employer</b>	<b>Zip code (U.S. only)</b>
<input type="text"/>	<input type="text"/>
<b>Position</b>	<b>Within</b>
<input type="text"/>	<input type="checkbox"/> <input type="text" value="1 mile"/>
	<b>Company type</b>
	<input type="text" value="All"/>

Here you can add, edit and delete unnecessary and/or incorrect additional options of search criteria, for example, for Business, Networking, Sport etc.

Use "Add" button to add new description item. Indicate "Looking for ..." type and choose

Sorter (order number), press "Save" button.

<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuquese</a>   <a href="#">spanish</a>	
	Looking for... type
1	<a href="#">Friendship</a>
2	<a href="#">Relationship</a>
3	<a href="#">Sportpartner</a>
4	<a href="#">Business</a>
5	<a href="#">Networking</a>
6	<a href="#">Sharing/exchange</a>

pages: **1**

Newly added description items can be translated into other system languages by choosing appropriate language.

Enter new reference and order number. Use "Add" to save the changes. "Order number" is used to give description item certain order number in reference list. Press "Back" if you don't won't to save changes; it will pass you back to "Relationships" reference list.

If you wish to delete or modify Interests option Click it and Press "Delete" in opened window.

## 4.5. Friends list friend types

You can manage friend types in this section. You can choose among a friend, a boyfriend, business partner, classmate, and relative.

You can switch on/Off this selection for site users by using checkbox above the table:

Use Friend types in Friends List : ☒ **enabled now**

If you want to edit a type, click the type link and edit it. When you finish, please, click the 'Save' button. If you want to come back without any changes, click the button 'Back'. You can also add a new friend type clicking the 'Add' button.

Friendlist Friend type	
1	<a href="#">My Friend</a>
2	<a href="#">My Boyfriend</a>
3	<a href="#">My Relative</a>
4	<a href="#">My Classmate</a>
5	<a href="#">My business partner</a>
6	<a href="#">My girlfriend</a>
7	<a href="#">My colleague</a>

pages: 1

Here's how it looks for your site users:

photo

Add to Friends List request

Select relation with User you want to request

☐ My Friend  
☐ My Boyfriend  
☐ My Relative  
☐ My Classmate  
☐ My business partner  
☐ My girlfriend  
☐ My colleague  
☒ Not indicated

Message:

any b

Send

Add t

## 4.6. Weight & Height

You can switch on/Off these sections by using checkbox:

Weight visibility : ☐ disabled now

The work logic for these two sections is identical and "Weight" section will become an example. This section helps you set user weight (height) intervals that can be indicated by system users while registration, work with profile, Advanced search (if dating Module is on) parameters.

[english](#) | [russian](#) | [french](#) | [danish](#) | [german](#) | [italian](#) | [bosnian](#) | [portuguese](#) | [spanish](#)

	Weight interval
1	<a href="#">&lt; 40 kg (89lbs)</a>
2	<a href="#">40kg - 50kg (89-111lbs)</a>
3	<a href="#">51kg - 60kg (113-133lbs)</a>
4	<a href="#">61kg - 70kg (135-155lbs)</a>
5	<a href="#">71kg - 80kg (157-177lbs)</a>
6	<a href="#">81kg - 90kg (180-200lbs)</a>
7	<a href="#">91kg - 100kg (202-222lbs)</a>
8	<a href="#">101kg - 110kg (224-244lbs)</a>
9	<a href="#">111kg - 120kg (246-266lbs)</a>
10	<a href="#">121 q - 130kg (268-288lbs)</a>
11	<a href="#">&gt; 130kg (288lbs)</a>

pages: 1

Use “Add” button to add new value. Newly added values can be translated into other system languages by choosing necessary language.

#### 4.6.1 Editing Weight/Height lists

Enter new value and press “Add” to add new weight (height) interval value. “Sorter” field is used to give value certain order number in User Weights (Heights) list. Press “Back” button if you don’t won’t to save the changes.

Weight interval:

Sorter:

OT GROUP LTD      ts Reserved © 2009    [Privacy a](#)

Click description item name in Weight (Height) Interval column to edit it. Make the changes and save them with “Save” button. Use “Delete” button to delete description item and “Back” button if you made no changes.



## 4.7. Distances

Here you indicate values for remote cities search within several miles or kilometers. To add value Click "Add" button and indicate Distance, Type, and Click Add. Press "Back" if you don't won't to save changes; it will pass you back to "Distances" reference list.

If you wish to delete or modify Distance option, click it and press "Delete" in opened window.

	Distance
1	<a href="#">1 mile</a>
2	<a href="#">5 mile</a>
3	<a href="#">10 mile</a>
4	<a href="#">20 mile</a>
5	<a href="#">40 mile</a>

Add

To add a distance, just click Add button. These measurements are used in distant search. There you can choose measurements for distance - Miles or Km:

Distance:

Type: mile ▼

Add Back

Here's how your users see it in search forms:

Zip code (U.S. only)

Within ☒ 40 mile ▼

40 mile ▼

20 mile ▼

10 mile ▼

5 mile ▼

1 mile ▼

Search

## 4.8. Poke types

You can switch ON/OFF pokes selection for site users using a checkbox above the table with all pokes:

Use Virtual Pokes types on the site: ☒

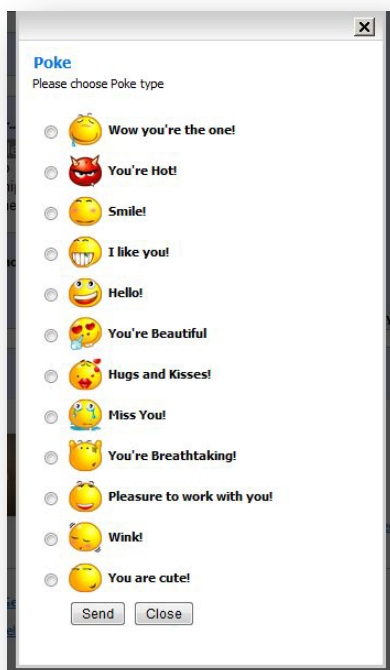
If you switch it off, your users will be just sending pokes without a possibility to specify a type of poke. At your Sites users can send each other pokes with images attached to them. In this section you can edit, add, check pokes that your users may send each other.



Click '**Add**' at the bottom of the page to add a new item. Click the item in the list to edit it. Click language links at the top to translate the kiss types into different languages. When adding a new kiss type you can upload an icon and create your own message.

Note: the size of the uploaded image can be any, but you should consider design of the whole site.

Here's how your users see this section when sending a Poke:



## 4.9. Photo, Video, Audio Galleries

Now these galleries collect members' photos, audios and videos (if allowed to be shown in a Gallery), uploaded in their profiles, Ratings and Voting feature, sorting by Rating or Dates. Latest uploaded photos, audios and videos, most rated uploads are added.

There's a possibility to sort the photos in All Galleries into categories and add a photo to a certain category. Users can set up permissions to view the photos, audios and videos in user Multimedia Album - public access or for friends only, or for registered users. In these sections you can check/edit or add Gallery categories that will be displayed at your site.

Photo, Video, Audio Galleries have separate categories lists and you can adjust them for certain groups according to your demands.

#### Basic options you can use to work with all Galleries:


1. Click the category name link to edit the item
2. Press 'Delete' to delete an item
3. Press 'Add category' to add new category.

Now we have Photo Gallery, Audio Gallery and Video Gallery sections in Reference lists in Admin Mode.


<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuguese</a>   <a href="#">spanish</a>	
	Category name
1	<a href="#">Cars</a>
2	<a href="#">Portrait</a>
3	<a href="#">Animals</a>
4	<a href="#">City</a>

Here's how your users see the categories in Galleries:


#### Popular categories




Category: [Portrait](#)  
Photos: 11  
Author: [karolina](#)




Category: [City](#)  
Photos: 5  
Author: [Jacob](#)




Category: [Erotic](#)  
Photos: 5  
Author: [Joliet](#)




Category: [Hobby](#)  
Photos: 5  
Author: [Natalie](#)




Category: [Miscellaneous](#)  
Photos: 5  
Author: [Olivia](#)



Category: [Travel](#)  
Photos: 4  
Author: [Akron](#)



Category: [Art](#)  
Photos: 4  
Author: [Selmah](#)



Category: [Concerts](#)  
Photos: 4  
Author: [demo](#)

#### Other categories

<a href="#">Mobile photos</a>	3 Photos	<a href="#">Conferences</a>	1 Photos	<a href="#">Kids</a>	0 Photos
<a href="#">Cars</a>	2 Photos	<a href="#">Jokes/Humor</a>	1 Photos	<a href="#">Friends</a>	0 Photos
<a href="#">Sport</a>	2 Photos	<a href="#">Animals</a>	0 Photos	<a href="#">Beloved</a>	0 Photos
<a href="#">Family</a>	2 Photos	<a href="#">Flowers</a>	0 Photos	<a href="#">Graffiti</a>	0 Photos

## 4.10 Networking information

Every user at your site belongs to some community based on different parameters. That's why we added these networking circles – to assist them find each other by things they do.

This is a 3 level catalog that allows your users specify their occupation or activity.

<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuguese</a>   <a href="#">spanish</a>		
N	Name	Option
1	<a href="#">Dance</a>	<input type="button" value="options"/>
2	<a href="#">Fashion</a>	<input type="button" value="options"/>
3	<a href="#">Film</a>	<input type="button" value="options"/>
4	<a href="#">Gaming</a>	<input type="button" value="options"/>
5	<a href="#">Marketing</a>	<input type="button" value="options"/>
6	<a href="#">Modeling</a>	<input type="button" value="options"/>
7	<a href="#">Music</a>	<input type="button" value="options"/>
8	<a href="#">Nightlife</a>	<input type="button" value="options"/>
9	<a href="#">Photography</a>	<input type="button" value="options"/>
10	<a href="#">Publishing</a>	<input type="button" value="options"/>
11	<a href="#">Radio</a>	<input type="button" value="options"/>
12	<a href="#">Technology</a>	<input type="button" value="options"/>
13	<a href="#">Television</a>	<input type="button" value="options"/>
14	<a href="#">Theatre</a>	<input type="button" value="options"/>
pages: 1		
<input type="button" value="Add"/>		

Press **Options** button to access 2nd level of a catalog, and its subcategories options. In the options page you can edit/view/add new options. Use "New option" field at the bottom to add new option. Save.

<a href="#">english</a>   <a href="#">russian</a>   <a href="#">french</a>   <a href="#">danish</a>   <a href="#">german</a>   <a href="#">italian</a>   <a href="#">bosnian</a>   <a href="#">portuguese</a>   <a href="#">spanish</a>		
N	Option	
1	Agent	<input type="button" value="Delete"/>
2	Casting	<input type="button" value="Delete"/>
3	Manager	<input type="button" value="Delete"/>
<div> <div>New option:</div> <div></div> <div><input type="button" value="Add option"/></div> </div>		
<input type="button" value="Back"/>		

Note: You can add any category/subcategory by pressing Add button. You can also translate all names into site languages. Just click languages name-links at the top to translate. You'll get a pop up window where you'll be able to translate.

When this section is filled in, automatic special Sub-networks alerts are sent to outer mailbox of a user when new users with the same qualities or interests sign in to your site.

## 4.11 Company Type

This is a professional network and people usually indicate their company name and Work experience. In this section you can edit company type your users might need to choose.

23	<a href="#">Electronics</a>
24	<a href="#">Employment Placement Agencies</a>
25	<a href="#">Energy/Utilities</a>
26	<a href="#">Engineering</a>
27	<a href="#">Environmental Services</a>
28	<a href="#">Executive Management</a>
29	<a href="#">Finance/Economics</a>
30	<a href="#">Financial Services</a>
pages: <a href="#">1</a> <a href="#">2</a> <a href="#">3</a>	
<input type="button" value="Add"/>	

Click a name in a table to edit it. Use Add button to add a new option.

Note: there's also a company search in quick search form.

**Quick search**

**I am**  
Male

**Interested in**  
Male

**Looking for... ?**  
Please select...  
Friendship  
Relationship  
Sportpartner  
Business

☒ with photo
☐ online now

**Employer**

**Position**

**between the ages of**  
19 and 33

All  
Administrative and Support Services  
Advertising/Marketing/Public Relations  
Aerospace/Aviation/Defense  
Agriculture, Forestry, & Fishing  
Airlines  
Architectural Services  
Arts, Entertainment, and Media  
Automotive/Motor Vehicle/Parts  
Banking  
Biotechnology and Pharmaceutical  
Building and Grounds Maintenance  
Business Opportunity/Investment Required  
Career Fairs  
Computer Services  
Computers, Hardware  
Computers, Software  
Construction, Mining and Trades  
Consulting Services  
Consumer Products

All

## 4.12 Academic degree

If you have a professional network then you would like to know what your users are doing in life and their education level. This section allows you to set up education degree levels for your users to choose.

Click a name in a table to edit it. Use Add button to add a new option.

[english](#) | [russian](#) | [french](#) | [danish](#) | [german](#) | [italian](#) | [bosnian](#) | [portuguese](#) | [spanish](#)

	Name
1	<a href="#">Some High School Coursework</a>
2	<a href="#">High School or equivalent</a>
3	<a href="#">Certification</a>
4	<a href="#">Vocational</a>
5	<a href="#">Some College Coursework Completed</a>
6	<a href="#">Associate Degree</a>
7	<a href="#">Bachelors Degree</a>
8	<a href="#">Masters Degree</a>
9	<a href="#">Doctorate</a>
10	<a href="#">Professional</a>

pages: **1**

Add

## 5. Groups

*Admin mode>Users management>Groups*

System users are divided into groups, it is necessary for system proper work. It is performed in this way in order to differentiate between user permissions to different site parts. Each user can be member of one group.

Note: If a user is not member of any group, he won't have access to any site part. User can be in one group only, i.e. transferring user to other group will delete him/her from previous group automatically. That kind of situation may occur after user paid for other group membership.

As soon as paid membership period finishes or there is no sum left in user account, user will be transferred to default group automatically when entering system with login and password.

In the section groups list you can:

1. Create a new group. Use "Add" button to create new user group. Click group name in "Group name" column to edit it.
2. Set a default group, i.e a group for all newly registered users. After registration they will be put there by default.
3. To edit group permissions click "Permissions" button.
4. To check a list of users in every group click "View users list".

**Membership type:** General Membership — where all Site users have the same opportunities and settings.

## 5.1 Memberships.

All groups of users are set to differentiate between user permissions to different site parts. Default user group is the one where users go after registration or when their paid membership is over.

**General Membership Mode**

**Help:** To make this section active please go to General settings in Admin mode and Turn OFF Use 'Gender Membership' feature. Here groups of users are set to differentiate between user permissions to different site parts. *Default user group* is the one where users go after registration or when their paid membership is over.

pages: 1

N/N	Group name	Description		
1	<a href="#">Free Trial Membership</a>	Free Trial group	<a href="#">Permissions</a>	<a href="#">View users list</a>
2	<a href="#">Free Users</a>	Default group	<a href="#">Permissions</a>	<a href="#">View users list</a>
3	<a href="#">Gold Members</a>	Paid group	<a href="#">Permissions</a>	<a href="#">View users list</a>
4	<a href="#">Guest</a>	Guest group	<a href="#">Permissions</a>	<a href="#">View users list</a>
5	<a href="#">Moderators</a>	Moderators group		
6	<a href="#">Silver Members</a>	Paid group	<a href="#">Permissions</a>	<a href="#">View users list</a>

pages: 1

[Add group](#)

### 5.1.1 Default Group

Any group (existing or created by you) can be set as default (except "Administrators" and "Guest"). All registered users will be added to this group automatically. It is necessary to have default group, otherwise all registered users won't be members of any group and therefore will have no access to any site part.

You can't set another default group till there is at least one default group in the system. To perform this, please do the following:

- Click default group name (it can be differentiated by "Default group" heading next to group name in "Type" column);
- Uncheck point "Add new users into group automatically" and save the changes with "Save" button ("Default group" heading next to group name in "Type" column should disappear after it);
- Click group name which you would like to make default;
- Check point "Add new users into group automatically" and save the changes with "Save" button ("Default group" heading next to chosen group name in "Type" column should appear after it).

Default group is differentiated by "Default group" heading next to group name in "Type" column.

### 5.1.2 Administrator Group

Admin group is functional and is used to organize the work of initial software system. There is only one user in admin group – site administrator. Admin is added to system automatically while installation and has access to any site part.

The following actions can't be performed with admin group:

- name can't be changed;
- can't be made default group;
- Admin group user can't be deleted;
- New admin group user can't be added;
- Administrator permissions can't be changed;
- Admin group can't be deleted; Admin group is differentiated by "Admin group" heading next to group name in "Type" column. New admins adding process will be described in "Dating Pro administration by several users".

### 5.1.3 Guest Group

Guest group is functional and used for inner system work organization. This group is used for giving certain permissions for unregistered system users. Such users are system guests by default and can only browse several site pages (guest user permissions are set by admin).

The following actions can't be performed with guest group:

- Name can't be changed;
- Can't be made default group;
- Guest group users can't be deleted;
- New guest group user can't be added;
- Guest group can't be deleted; Guest group is differentiated by "Guest group" heading next to group name in "Type" column. Guest group permissions changing is described in "Add/edit group" section.

### 5.1.4 Moderators Group

Please check *Admin mode>Groups>Moderators*.

This Multi administration option allows you to create multiple Administrators to moderate site admin panel more effectively.

Moderators group collects all your site administration info. Here you can add a new

Moderator with his own login and password to admin side of the site: <http://yoursitename.com/admin>

Your Moderators also will be able to have different access permissions to different sections of Administration Panel.



<b>Login:</b>	<input type="text"/>
<b>E-mail:</b>	<input type="text"/>
<b>First Name:</b>	<input type="text"/>
<b>Second name:</b>	<input type="text"/>
<b>Status:</b>	<input checked="" type="checkbox"/>
<b>Password:</b>	<input type="password"/>
<b>Permissions for moderator:</b>	
Info pages administration	<input type="checkbox"/> Possibility to add new text info pages from Admin mode (info pages) section
Advices section administration	<input type="checkbox"/> Possibility to manage Advice section of the site from Admin Mode
Answers & Questions administration	<input type="checkbox"/> Admin area of Answers & Questions - section administration and management.

Please note: you give access info to your Moderator and he can access your Admin Panel from the same link: <http://yoursitename.com/admin> he'll be able to see and edit only those sections you allowed him.

## 5.1.5 Free trial group

*Free trial group* - is membership group that may allow new users enjoy all the privileges of a paid group. When the trial period is over, a user is transferred to a free users group or default group at a site.

You can switch ON/OFF this mode in the same section:

<b>Use Free Trial Membership Mode:</b>	<input type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="day(s)"/>	<input type="button" value="Save"/>
--	--------------------------	---------------------------------	-------------------------------------	-------------------------------------

If on, it allows your new registered users experience all pleasures of paid membership for a certain period of time. When the time's over, they are transferred to a default user group. Meanwhile they are in a Free Trial Group, that appears in Groups>Groups List section. Do not delete Free Trial Membership Group from the list there if this feature is on.

## 5.2 Add/edit group

Use "Add" button to create new user group. Click group name in "Group name" column to edit it. Enter new group name in "Group name" section. You can make this group default if there is no other default group in the system. Please, follow "Default group" section if there is already default group in the system and you would like to change it. Please, set group permissions with "Change" button before saving the changes.

## 5.2.1 Changing Group Permissions

Click "Permissions" button for the group you need to edit. In a pop up window you'll get a list of permissions that may be available for all users.

The permissions are presented as Site modules. This lets you change permissions for a certain group-site access restrictions. If you want group members to have access to certain site module, check it in "Allow" column next to module name.

Press "Save" to save the changes and "Close" not to save the changes. Modules chosen by you will be shown in "Permissions" section. Modules with "In demo mode" checked will be shown with "(demo mode)" ticked. Save the changes with "Add" button on adding group page. Press "Back" if you don't want to create new group and want to come back to groups list. Press "Save" button on existing group editing page to save and activate the changes. Use "Back" button if you want to come back to table list without saving changes.

<b>Users Banners</b>	Page for ordering your own banners	<input checked="" type="checkbox"/>	
<b>Viewed users profiles</b>	Possibility to see a list of users, whose profiles/uploads/blogs who have recently seen.	<input checked="" type="checkbox"/>	
<b>They visit my page</b>	You'll be able to see a list of users who were interested in your profile and have visited your page.	<input checked="" type="checkbox"/>	
<b>VoIP calls for users</b>	VoIP calls for users	<input checked="" type="checkbox"/>	
<b>Emails limit</b>	Restrictions on number of emails	<input checked="" type="checkbox"/>	<input type="text" value="10"/>
<b>Album photos limit</b>	Restrictions on number of photos in album, you are allowed to upload	<input checked="" type="checkbox"/>	<input type="text" value="5"/>
<b>Album audios limit</b>	Restrictions on number of audio files in album, you are allowed to upload	<input checked="" type="checkbox"/>	<input type="text" value="5"/>
<b>Album videos limit</b>	Restrictions on number of video files in album, you are allowed to upload	<input checked="" type="checkbox"/>	<input type="text" value="5"/>
<b>Photo albums limit</b>	Restrictions on number of photo albums, you're allowed to create	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
<b>Audio albums limit</b>	Restrictions on number of audio albums, you're allowed to create	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
<b>Video albums limit</b>	Restrictions on number of video albums, you're allowed to create	<input checked="" type="checkbox"/>	<input type="text" value="3"/>

Use "Delete" button to delete group.

## 5.2.2 Making your Site Completely Free

It's possible to make you Site completely free for your users. You should delete all paid groups to make your site totally free for them.

**It is possible to make your site totally free for your users**

You should delete all paid groups to make your site totally free for your users. Use 'Delete paid groups' button below to delete all paid user groups.

In a section Groups List use 'Delete paid groups' button at the bottom to delete all paid user groups. In this case all users in paid groups will be transferred to free user group.

## 5.3 Users List in a Group

You can view and edit each user group list by pressing "View users list" button for a certain Group in Groups list section in admin mode. This button will transfer you to another administration section "Users | Users list" with users in the group displayed in a list.

Here you can add a new user to a group, check other groups users, check users' profiles.

**Note 1:** If group membership is paid and users added by you didn't pay for group membership, users will be automatically transferred to default group back while entering system or if they are still on site and page is refreshed.

**Note 2:** If you plan to transfer your users from one group to another, please use another administration section: Billing> Users Billing. Click the name of the user you wish to transfer and in a new window use "Add User to a Group" section to transfer him/her into one of a Paid group and billing offers. Press "Send" to save the changes.

**Note3:** If you wish to transfer a user to a free user group, you have 2 options: Make site free (see point 5.4) or just check the time left until his payment period is over. After that user will be transferred to a default (usually Free user group) automatically.

## 5.4 Groups Cost

Here you can set membership payment for each group except "Demo group", "Guest group", "Moderators group" and "Admin group".

N/N	Group	Period - Cost
1	Gold Members	1 month(s): 4 EUR <span>Delete</span>
2	Silver Members	Free

Add new membership price: Gold Members Period: day(s) Cost: EUR Add

Use drop downs to add a membership cost for a certain period. The changes are added after "Add" button is pressed. Payment settings are deleted with the help of "Delete" button next to payment period and cost in "Period – Cost" column.

**Note 1:** After payment is made, user won't be able to become unpaid user and after paid period finishes he will be transferred to default group automatically.

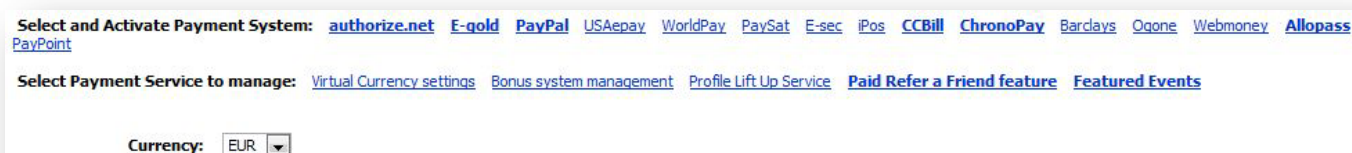
## 6. Billing

*Admin mode>Users management>Billing*

Billing is one of the most important Site sections. Different groups' membership payments are managed here. If you start configuring you site prices, it's better that you start with activating Payment System(s) you're going to use to receive payments from your users, type of currency (real/virtual), Prices themselves, site services, virtual points (bonuses) system.

### 6.1. Payment settings

In this section you can set payment systems, i.e. indicate currency type, site payment unit name and their ratio. You can also manage services which require payment at your site.



The screenshot shows a web interface for payment settings. It has two main sections: 'Select and Activate Payment System:' and 'Select Payment Service to manage:'. The first section lists various payment systems as links: authorize.net, E-gold, PayPal, USAepay, WorldPay, PaySat, E-sec, iPos, CCBill, ChronoPay, Barclays, Ogone, Webmoney, and Allopass. The second section lists services: Virtual Currency settings, Bonus system management, Profile Lift Up Service, Paid Refer a Friend feature, and Featured Events. At the bottom, there is a 'Currency:' label followed by a dropdown menu currently set to 'EUR'.

"Save" button is used to save the changes.

#### 6.1.1 Activate Payment System(s)

Payment systems activated at a site are marked bold in a list of payment systems.

To activate/deactivate/setup payment system, click the link for the Payment system you want to use at "Select and Activate Payment System" section.

To activate any system you should have merchant account with them and some activation info for your account (like email and password; ID; login ) to insert in a fields in a special window for Payment System at PG Social Networking Software.

The following payment gateways can be activated in the current PG Social Networking version:

- PayPal (<http://www.paypal.com>)
- authorize.net (<http://www.authorize.net>)Ogone (<http://ogone.com/>)
- Allopas (<http://www.allopas.com/>)
- PayPoint (<http://www.paypoint.com>)
- ChronoPay (<http://www.chronopay.com>)
- Barclays (<http://www.barclays.com/>)
- CCBill (<http://www.ccbill.com>)
- E-gold (<http://www.e-gold.com>)
- USAepay (<http://www.usaepay.com>)
- Webmoney (<http://webmoney.ru>)
- WorldPay (<http://www.worldpay.com>)
- PaySat (<http://www.paysat.com>)

- E-sec (<http://www.esecpayments.com.au>)
- 2CheckOut (<http://2checkout.com>)
- Yandex.money (<http://yandex.ru>)

**Note:** Each payment system has its own settings. You get them from your payment system provider after registration. If you need to integrate another payment system, please contact our Customization Team.

## 6.1.2 User Account option

Your users may be paying for membership and access permissions at a site. You can also profit from offering different additional services to your Site members. Now you have an option of “user account” when a user can put money on his account from your site and keep the amount for other site offers!

Right now this feature may be used for:

- Membership payments (any time user wants it)
- Services payments (Gifts payments, if you have Gift Store Module; Lift up profile in search; e-cards, user banners etc.)

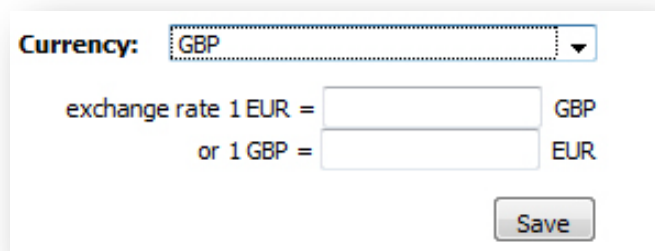
Please note: We’re planning to enlarge opportunities for User account usage. Please follow the software updates.

You, as Site Administrator, can view users’ payments in Users Billing section (see 7.2 Billing Section in this manual). You can also add money to a member account if necessary.

## 6.1.3 Currency Settings

Several types of currencies are already in the system. If you need more, you can add names from database.

When changing currencies, some users may have their accounts incorrectly recounted. Now there’s an exchange tool that allow you manually insert the exchange rate from the current currency to another and recount all your users’ accounts automatically.



The screenshot shows a web form for currency settings. At the top, there is a label "Currency:" followed by a dropdown menu currently set to "GBP". Below this, there are two input fields for exchange rates. The first line says "exchange rate 1 EUR =" followed by an input box and the label "GBP". The second line says "or 1 GBP =" followed by an input box and the label "EUR". At the bottom right of the form is a "Save" button.

Also Note: before adding a new currency type, inquire at your payment system provider whether they accept this very type of currency. If yes, all should be fine at a site and when the payments are processed. If not, there may be problems with payments and amounts at your site for users.

## 6.2. Currency types: Virtual currency vs. Real Currency at your site.

You can choose a special site mode for currencies. There 2 for now:

- 1) Virtual Currency Mode
- 2) Real Currency Mode

To manage it, please click "Virtual Currency Settings" link in *Billing>Payment settings>* section:

Select Payment Service to manage: [Virtual Currency settings](#) [Profile Lift Up Service](#)

You will have a choice of modes there:

**Use or not to use virtual currency on site:**

☒ Use real currency on site  
☐ Use virtual currency on site

Note: the system will recount users' accounts accordingly. If you change currency mode in a running site, the system will recount the amounts at all members' accounts. You will have to set up recount (exchange) rate.

**Use or not to use virtual currency on site:**

☐ Use real currency on site  
☒ Use virtual currency on site => exchange rate 1 EUR =  magix  
 or 1 magix =  EUR

Insert exchange rate. After you press "**Save**" the system will recount all users' account on your site into new virtual currency.

Then you can setup name for your Virtual currency at a site:

**Enter virtual currency name:**

Also you can create Virtual currency packages your users can buy from your site to order gifts, e-cards, services afterwards:

Add price:

magix for  EUR

Use '.' point to separate decimal part of the sum

Virtual currency prices editor:

Virtual currency count - Real money count	
10 magix will cost 1 EUR	<input type="button" value="Delete"/>

Simply add price package and its value in real money for users to buy. Use **"Add price"** section to set it up. Press **"Add"** when done.

**"Virtual currency prices editor"** shows a list of Virtual currency packages which you have already added. These packages will be shown for users when they will be filling in their accounts – ordering Virtual currency package.

## 6.3 Bonus system management. Earn virtual points on a site.

*Admin mode>Billing>Payment settings>Select Payment Service to manage*

Your site has an option to provide a variety of bonuses to site users for using site options (blogs, forums, profiles etc.)

Logics: members get a certain amount to their account as a bonus in case they do some action at your site.

Right now the following actions are rewarded:

- New User Daily Login – bonus is given if a user logs into your site on a regular basis.
- Happy Birthday – gives a bonus if a user has a birthday. Given once a year.
- Upload Icon – gives a bonus if a user has uploaded an icon to his profile the first time.
- Profile Completed – gives bonus for a fully completed profile. Given the first time a user fills in profile.
- Activity on Forum– gives bonus once a day for a new post or post reply in forums.
- Activity on Blog– gives bonus for creating a new blog/ commenting on other blogs.
- Buying membership– gives bonuses if a user upgraded or bought membership at your site.
- Answering surveys – gives bonuses if a user answers a poll.

You, as administrator can Switch on/off this option at a site and switch on/off each bonus option one by one.

When you activate a bonus option, you can also set amount of bonus which will be added to user account.

Note1: If you have virtual currency mode activated at your site, the prices go in virtual currency. You will be able to add virtual points to accounts.




<b>Daily login bonus</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR
<b>Birthday bonus</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR
<b>Icon upload bonus</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR
<b>100% completed profile bonus</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR
<b>Forum actions (post &amp; reply)</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR
<b>Blog actions (create &amp; comment)</b>	<input checked="" type="checkbox"/>
Bonus amount:	<input type="text" value="0.01"/> EUR

Note2: When bonus system is on, every place where a user can get a bonus has a special text alert about it to encourage member's activity:

**Glad to see you in our community! Add your posts & reply and earn 1 EUR (once a day)!**

**Shout Box**



Come to chat!

**Shout!**

Maria

**Forum Home**

Total categories found: 2

	CATEGORIES
<input checked="" type="checkbox"/>	<a href="#">First date!</a>
<input checked="" type="checkbox"/>	<a href="#">Break-ups!</a>

When bonus system is on, there are dynamic bonus stats on user homepage:

**My statistic**

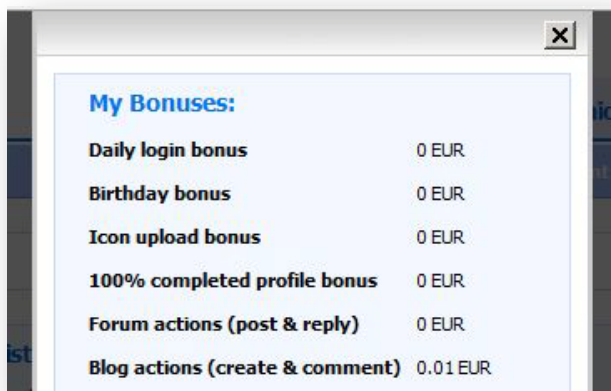
**Members who have:** [Emailed me:](#)

**Members you have:** [Emailed: 8](#)

**You earned 0.01 EUR** [Learn more >>](#)

When a user clicks "Learn more" link, he can see a list of bonuses you offer and his progress on getting them:





## 6.4 Users Billing

This section allows you to view all your members' accounts, status, groups, and transfer users from one paid group to another, contact with a user. You can also check your user's account status and payments he/she made at your site.

You can make a search for a user using a form at the top. After that you can access his/her account by clicking his/her name (link). Click "Communicate" in a user billing list to contact with a user.

Note: If payments are deleted and some users already paid for membership, users will still be in this group for the paid period of time but he will have nothing on his account.

### 6.4.1 Putting money on user account and moving user to another membership group.

Just click a name-link of a user you want to work with. In a new window you can check his:

- Payments history
- Types of payments
- Total amount on his/her account
- Current membership group

Membership update: To move a user to another Paid group please use "Add user to group" section. Click "Back to list" button to get back to all users list.

Account update: to add money on a user account write the sum in "Add to user account" field and press "Add to account" button. After that any payment will appear in a billing table:

### Payments (Billing) | Users entry

Name: Astemir Weerawar (demo)  
 Current account status: **17 EUR**  
 Membership payments: **0 EUR**  
 Total amount paid by user: **-20 EUR**

pages: 1

N/N	Entry	Payment type	Date	Type
1	-20 EUR	Account charging	03-23-2009 02:59	banners
2	100 EUR	Account charging	03-20-2009 14:02	admin

pages: 1

Add user to group: 1 month(s) Gold Members

Move user

Add to user account:

Add to account

Back to users' list

At the top corner of the window you'll be able to see short user billing statistics:

Name — name of the user

Current account status — how much money is now at user account

Membership payments — how much user has paid for membership on a site

Total amount paid by user — how much user has paid in total at your site.

There are also parameters Type and Date of Payment that may be useful for you to track all payments.

"Type" shows who made the payment. It may be Admin (so you manually added money to an account) or User (your member has paid from the site).

Note: if you have Virtual Currency Mode switched on, you'll see how many [points] your users have in their accounts.

## 7. Uploads.

*Admin mode > Users management > Uploads*

All icons, photos, audio and video files, gallery files are managed in this section. All site files uploaded by system users are inactive and are visible only for user who uploaded them.

You should approve them here if your set this type of uploads management in *General Settings > Approvals management*. You can also mark uploads as Adult Content to protect youngsters from unnecessary abuse or to make your users pay to upgrade membership and see this content.

All site files uploaded by system users are inactive and are visible only for user who uploaded them. You can also modify icons, photos and other uploads sizes, watermark text, a limit on the number of uploads. So first you should set up the sizes of the icons and maximum sizes of the uploads for your users to specify basic settings for this section. It's done in "Uploads Settings" section.

## 7.1. Uploads settings

Uploads size limits are set in this section. This option will disappear from user mode if you indicate quantity (for photo, audio or video) equal to zero, i.e. if "Video: >> maximum number >> 0" then there is no video file download form.

For all the types (icons, photos, audio, video) you can set the maximum sizes that may be uploaded by users. Save the changes and they will be applied automatically.

Here are some definitions that might be useful:

### Icon

By "Icon" we mean a small image which will be shown for a user profile at your site. Icon will appear in search results, so, logically speaking, it's better if icon size is not very big. If you have an icon of big high/weight and heavy size, then after a search the page will be loaded slowly, big icons can distort site pages. It appears in Search results, Friends and Hot lists on your site.

<b>Icon:</b>	Size(Kb):	<input type="text" value="2000"/>
	Max width:	<input type="text" value="1000"/>
	Max height:	<input type="text" value="800"/>

### Photo

By "Photo" we mean a full-scale image which will be displayed for other users in a pop-up window if clicked. At this area you can set number of photos allowed for uploading.

Default number is 3. If you set 0 for "max count", then your users won't be able to add any photo at all. It appears in photo albums in user profiles and in Multimedia Gallery (when viewing the photo)

<b>Photo:</b>	Size(Kb):	<input type="text" value="2000"/>
	Max width:	<input type="text" value="1000"/>
	Max height:	<input type="text" value="800"/>

### Default photo




It's a default image which will be displayed at users' profiles in the case if a user didn't upload any photo. You can also set default icon and Adult content icon.

### Default icon

It's a profile photo of our users. If they haven't uploaded any, the default one will be shown.

### Adult content default picture

This picture covers the adult content photos and other uploads.

<b>Default icon (member):</b>		<input type="text"/> <input data-bbox="1023 293 1126 322" type="button" value="Browse..."/>
<b>Default photo:</b>		<input type="text"/> <input data-bbox="1023 439 1126 468" type="button" value="Browse..."/>
<b>Adult content default picture:</b>		<input type="text"/> <input data-bbox="1023 584 1126 613" type="button" value="Browse..."/>



### Thumb image

By "Thumb" we mean a resized image for uploaded photo. You can setup the following data

<b>Thumb image:</b>	Max width: <input type="text" value="60"/>
	Max height: <input type="text" value="75"/>

### Watermark.

By "Watermark" we mean certain inscription that appears on all photos uploaded by your users at your site to show that they belong to your site. You can also switch on/off this feature at a site.

<b>Watermark:</b>	Use Watermark on photo: <input checked="" type="checkbox"/>
Insert Text <input type="radio"/>	 <input type="text"/> <input type="text" value="font-size"/> <input type="text" value="font-face"/> <input type="text"/>
Upload Image <input type="radio"/>	 <input type="text"/> <input data-bbox="919 1447 1023 1476" type="button" value="Browse..."/>

Note: to make this option work you should have GD Library with Free Type Support installed at your server.

You can activate this feature from by checking "*Use watermark on photo*" section above.

### Newsletter image

You can setup image for newsletters that are sent out to users in case your Newsletter module is installed.

<b>Newsletter Image:</b>	Size(Kb):	<input type="text" value="100"/>
	Max width:	<input type="text" value="500"/>
	Max height:	<input type="text" value="500"/>

## Audio and Video files sizes

You can limit the size of the files which your users will be able to upload.

<b>Audio:</b>	Size(Kb):	<input type="text" value="10000"/>
<b>Video:</b>	Size(Kb):	<input type="text" value="20000"/>

## 7.2. Uploads approvals


This section is necessary if you have set user uploads approve above the approve box (you can set approval of all uploads or only for several):

<b>Use icons approve:</b>	<input checked="" type="checkbox"/>
<b>Use photos approve:</b>	<input checked="" type="checkbox"/>
<b>Use audio files approve:</b>	<input checked="" type="checkbox"/>
<b>Use video files approve:</b>	<input checked="" type="checkbox"/>

Uploads table lists all uploaded files by your users. The files won't appear at the site until you approve by clicking in checkboxes for necessary files (photos, icons) and pressing "Activate"

Choose uploads type to approve: [Photo \(1\)](#) [Audio \(0\)](#) [Video \(0\)](#) [Icons \(0\)](#)

pages: [1](#)

	<input type="button" value="Activate"/>	<input type="button" value="Adult content"/>	<input type="button" value="Delete"/>
 <a href="#">demo</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="button" value="Activate"/>	<input type="button" value="Adult content"/>	<input type="button" value="Delete"/>

pages: [1](#)

Check unnecessary or incorrect files and press "Delete" button. Files will be deleted from the list of uploads and from /uploads/\* directory at your hosting company server. Please, be careful as deleted files can't be reconstructed.


Tick appropriate files and press "Activate" button to activate uploaded files. Files will be activated in all sections except Gallery files and won't be visible in uploaded files list. Use "Users/Uploaded files" section for further work with activated uploaded files.

After activation uploaded files are visible for all system users. Uploads will be visible only for indicated group users if user indicated access level (All, Only Registered Users, Only Friends) while files uploading in "Photos" section.

File section is chosen in "File type" drop-down menu. System will pass to appropriate file section automatically.

## 7.2.1 Adult Content restrictions

In a table of all uploads that need to be approved there's a section "Adult content".

Choose uploads type to approve: <a href="#">Photo (1)</a> <a href="#">Audio (0)</a> <a href="#">Video (0)</a> <a href="#">Icons (0)</a>			
pages: 1			
 demo		Activate	Adult content
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Activate	Adult content
		<input type="checkbox"/>	<input type="checkbox"/>

If you activate this section and press the button, this photo will be seen only after the pop up confirmation from the user that he's older then 18 (if he's allowed to view adult content in his membership group) or the system will ask a user to Upgrade his account to be able to view Adult content at a site.

Note: you can configure group permissions at *Admin mode>Groups>Groups list>Permissions>Access to adult content*.

There's a special default photo for Adult content photos to be displayed at a site. You can configure it at "Uploads settings" section in Admin Mode (7.1) which is called "Adult default picture" and there you can upload your own image for this option.

## 7.3 Uploads Formats

Here is a list of formats that a system supports for upload:

Images Formats: "jpeg", "jpg", "pjpeg", "gif", "tiff", "png", "x-png"

Audio Files Formats: "mp3", "mpg", "wav", "mid", "midi", "wma"

Video Files Formats: "mpeg", "mpg", "avi", "asf", "wmv", "3gp", "3gpp", "3gpp2"

Flash Files Format : "swf"

Embedded Audio Files Formats: "audio/mpeg", "mp3"

Note: Now users can add code for their video and photo from You tube and Flickr. Make sure the code has <embed> tag to make those uploads appear on the site a media galleries for rating.

## 8. Chat

*Admin mode>Modules>Flash Chat*

Flash Chat includes a powerful administration panel which allows you to view site users messages, add, update and remove rooms, check connections, control bans and ignores, and log into chat through admin panel.

### 8.1. Messages

This section allows you to view messages within any room within any time period (provided that they have not been purged from the database), by any user, containing keyword.

**Chat | Flash Chat Admin Area | Messages**

**Help:** This section allows you to view messages within any room within any time period (provided that they have not been purged from the database), by any user, containing keyword.

1. Choose the user and the dates range for messages stats and press "Show messages" button.
2. Press "Clear filter" to reset the data and set a new search criteria.

in this room:

between these dates:  and  (YYYY-MM-DD hh:mm:ss)

from the past X days:

by this user:

containing this keyword:

No messages found

©TUFaT.com

Advanced search options ensure that Flash Chat administrator will have quick access to any message he might be looking for.

### 8.2. Rooms

Here you can add, edit, and delete Flash Chat rooms. Administrator can edit flash chat room names, passwords, make them public and permanent, bump up rooms IDs, delete and create new rooms.

[Add new room](#)

id	<a href="#">name</a>	<a href="#">password</a>	public	permanent	#	Bump up	Delete
1	<input type="button" value="edit"/> The Lounge	<input type="button" value="edit"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="button" value="▲"/>	<input type="checkbox"/>
2	<input type="button" value="edit"/> Hollywood	<input type="button" value="edit"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	<input type="button" value="▲"/>	<input type="checkbox"/>
3	<input type="button" value="edit"/> Tech Talk	<input type="button" value="edit"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="3"/>	<input type="button" value="▲"/>	<input type="checkbox"/>
4	<input type="button" value="edit"/> Current Events	<input type="button" value="edit"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	<input type="button" value="▲"/>	<input type="checkbox"/>

You must re-load the chat (page re'fresh) and re-login to see room changes.

You can sort rooms by user ID, Name, Password, #

Press "Add New Room" button to add room, indicate necessary parameters and Click "Add new room".

You can use password for the room and users will have to indicate it to enter this room.

Press "Edit" button next to room title to make necessary changes to the room title. Press "Edit" in the column password to indicate or change password for a room. You can make any room public or permanent. If you wish to change rooms order you can do it just changing their order in column # use Bump up option. Put a tick in the square Delete next to room title to delete it and Click Submit all to apply changes.

## 8.3. Connections

Here you can track users' connections to flash chat. You can track and sort them by user ID, time of last messages updated and created, user, room ID, language, user IP, host, etc.

## 8.4. Bans, ignoring

Here admin can track if some user added another user to ignore or ban list. Admin can ban any user from room, from chat, and by IP just logging into chat. It is necessary to choose user, Click his nick by right mouse button and choose Ban.

Admin can sort bans by created, by user how initiated banned action, banned user, room ID, user IP, ban level. Admin has permissions to remove ban just clicking an option next to user in column Remove Ban.

## 8.5. Bots

AIML, the Artificial Intelligence Markup Language, has been integrated with FlashChat.

This feature allows your chatters to interact with a true artificial intelligence entity, making your chat seem "alive" even during periods of down-time.

To enable this feature you should install Bots first of all. Complete bot installation requires about 10 MB of database storage space. This procedure can take a few minutes.

After that "Add new bot" button becomes active and you can add new bot.

Complete necessary fields and Click "Save" button to apply changes or "Back" button not to save.

## 8.6. Log into chat

Administrator can log into chat to chat with users in general chat, send private message, invite user into some room, share files (the maximum allowed size of this file 512 KB).

Allowed File Types: ZIP, RAR, JPG, GIF, SIT, PDF), ignore users, and view user profiles (if available).

Administrator can ban and unban users, and have at their disposal a variety of text-only commands like /broadcast and /alert.

## 8.7. Moderators

This section is necessary if you want to make some users Flash chat moderators. Allow them check the rooms, ban users, follow the chats.



Add:  Nick

nick	name	created	status	delete
admin	Administrator	07-10-2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add moderators to a chat; track their status, personal data. You can add a new one in Add line and Save the changes. You can delete moderators in the same section.

## 8.8. Flash Chat modules – banners in a chat.

In this section you can manage additional Flash Chat modules. Please note that now you can add banners to a chat window (right section). The max advised size of the banner is 250\*250 px as otherwise the design of the chat window may be spoiled.

Chat | Flash Chat Admin Area | FlashChat Modules

**Help:** Here you can manage additional FlashChat modules. Please note that now you can add banners to a chat window (right section). The max advised size of the banner is 250\*250 px as otherwise the design of the chat window may be spoiled

N/N	Name	Status	
1	Banners module	<input type="checkbox"/>	<input type="button" value="Edit"/>
		<input type="button" value="Save"/>	

## 9. News

*Admin mode>Site content management>News*

In this section you can moderate, add and delete Site news that will be displayed at your Site News section and alerted to your members if new item appears. You can add news manually and use the first section of the page: News | News List or automatically by using RSS feeds that you choose for your Site purposes: News | RSS Feeds (please check point 9.2)

### 9.1. News lists

It's designed to allow you adding news manually from administration panel. It displays all available news and their status.

Click "Message" column link to edit news.

pages: 1

N/N	Date	Title	Status	
1	<a href="#">03-01-2010</a>	<a href="#">How to find Broadway's best</a>	+	<button>Delete</button>
2	<a href="#">03-01-2010</a>	<a href="#">The perks of motherhood In 'The Mommy Brain: How Motherhood Makes Us Smarter,' Katherine Elliso...</a>	+	<button>Delete</button>

pages: 1

Add news

News editing and adding windows are identical.

When you add/edit a news item manually please note that you'll have a special editor with html commands enough to make your text look professional. You can use standard HTML tags in message body. If you don't know HTML, use standard formatting buttons ("b", "i", "u", etc.)

You can also upload image for your message and set different styles for texts. Don't forget to set the date of the item and status. Status box should be checked to make the message appear at the site.

## 9.2. RSS feeds

This section is made to provide automatic update on news section with the news you choose (RSS feeds).

*RSS is a format for syndicating news and the content of news-like sites. A news aggregator can help you keep up with all your favorite weblogs by checking their RSS feeds and displaying new items from each of them at your site.*

N/N	Last Update	Link	Status	
1	12-19-2005 09:29:40	<a href="http://www.datingpro.com/blog/index.php?tempskin= rss2">http://www.datingpro.com/blog/index.php?tempskin= rss2</a>	+	<button>Delete</button>

Add new feed Update all feeds

To **add new feed** Click "Add new feed" button and complete necessary fields. You should click "Back" button if you do not want to save changes or "Add" button to apply changes.

Note: don't forget to set the file /admin/admin\_cron\_feeds.php to cron jobs for automatic feeds update. RSS feeds you add should be in Windows-1252 encoding (it's important for new languages that you add to a site)

# 10. Banners.

## 10.1 Admin banners.

Banners section allows site administrator adding banners in a quite easy way into the following site sections:


- User account page
- Registration or login error Page

- Blog Page
- Help section
- Users hotlist
- Testimonials, General Conditions, Contact Us, Press
- Lost password Page
- Site map
- 'I want meet them' table
- News page
- Perfect match table
- Registration form
- 'Who visit my page' table
- Advanced search form and results table
- Users blacklist
- Photo gallery
- Users homepage
- Site homepage
- Users kisses table
- Users mailbox
- 'They want meet me' table
- User profile editor
- Payment Page
- Quick search form and table
- View user profile page

In 'Banners parameters' you can set the rotation sections for banners. Just activate sections in "Rotate" column and click "Save".

This option allows you to make your banner rotate the images you upload. There's a special section in "Banners List" section called "Rotate".

There are two places on a site where the banners may be rotated: at the left side (left) and the bottom (bottom) at every page except main page for "Left" parameter. Activate the sections in checkboxes and save.

Status	Banner	Link	Place	Stop after	
<input type="checkbox"/>	Communicator Size: 210x60 	<a href="http://w.communicator/dating_communicator_setup.exe">w.communicator/dating_communicator_setup.exe</a>	Position: left User account page; Advanced search form and results table; Dating Advice section; Registration or login error page; Users blacklist; Contact page; Photo gallery; Help section; Users homepage; Users hotlist; Info pages: Testimonials, General Conditions, Press ...; Users kisses table; Users mailbox; Site map; 'They want meet me' table; 'I want meet them' table; User profile editor; News page; Payment page; Perfect match table; Quick search form and table; Registration form; Success Stories; View user profile page; 'Who visit my page' table;	Never stop	<a href="#">Statistics</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Banners parameters**

**Help:** This section helps you set the rotation sections for banners. Just activate sections in 'Rotate' column and click 'Save'.

Place	Rotate	Rotate Time
left	<input type="checkbox"/>	2500 ms
bottom	<input type="checkbox"/>	2500 ms

### 10.1.1 Adding a banner.


Press "Add" on the banner list page. Your banner may be an image or HTML type. If it's an image, just upload it from your local. If it's a HTML code, choose "HTML" in "Banner type" drop down and insert your code.

Please indicate Banner name, Status, Banner type (Image or HTML), Image path, Upload image field, Place and size (120x60left, 120x600left, 120x240left, 468x60bottom, 600x90bottom), Banner link, Alternative text, Stop after certain number of views field, Stop after certain number of views hits, "Open page in new window" field, Banners Area and save changes. You can click "Back to banners list" if you don't want to save changes.

Banner properties	
Banner name:	<input type="text"/>
Status:	<input checked="" type="checkbox"/>
Banner type:	image
Image:	
Image path:	<input type="text"/>
Upload image:	<input type="text"/> <input type="button" value="Обзор..."/>
Place and size:	120x60 left
Link:	<input type="text"/>
Alternative text:	<input type="text"/>
<input type="checkbox"/> Stop after views:	1
<input type="checkbox"/> Stop after hits:	1
<input type="checkbox"/> Expire date:	15 AUG 2007
Open page in new window:	<input checked="" type="checkbox"/>

### 10.1.2 Banner statistics.

In a *banner section* > *Banners list* > every banner you add would have an option to collect Statistics on its clicks. You can start your own advertising campaign and check the results!

Use Users Banners payment service: <input checked="" type="checkbox"/>					
Status	Banner	Link	Place	Stop after	
<input type="checkbox"/>	Communicator Size: 210x60 	<a href="http://w_communicator/dating_communicator_setup.exe">w_communicator/dating_communicator_setup.exe</a>	Position: left User account page; Advanced search form and results table; Dating Advice section; Login error page; Users blacklist; Contact page; Photo gallery; Help section; Users homepage; Users hotlist; Info pages: Testimonials, General Conditions, Press ...; Users kisses table; Users mailbox; Site map; 'They want meet me' table; 'I want meet them' table; User profile editor; News page; Payment page; Quick search form and table; Success Stories; View user profile page; 'Who visit my page' table;	Never stop	<a href="#">Statistics</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="button" value="Add"/>					

Click "Statistics" link to get the data. There you can see stats on days and number of views. You can also sort by weeks, months and years. Click corresponding links to get the data.

**Banners | Total statistics of the advertising campaign**

**Help:** In this section you can view the statistics of the advertising campaign for the time it was active in the site.

View statistics by: [Days](#) [Weeks](#) [Months](#) [Years](#)
Lines on the page: 15

Day↑	Number of views
pages:	For the whole period of the advertising campaign: Number of views - 0.

[Back to banners list](#)

Press "Back to banner list" to return to a list of banners.

Please note: in a default version you get one pre-set banner for Web Communicator module. So if you have ordered it for your site. You need to activate this banner in *Banners>Banners list>Edit>Status (active)>Save* to have it displayed at site pages and to check the statistics on it.

## 10.2 Users banners – paid service.

We have implemented an option for your site users to order a Banner at a site. This feature may be switched on at *Admin mode>Banners>Banners list>Use Users Banners Payment service:*

Use Users Banners payment service: ☒

It's a site service that you can offer to your users for an extra charge (per page location). In the administration mode you can see users' banners, approve them, edit the links, set up banner locations and pages, prices per pages.

### 10.2.1 Users banners management.

*Admin mode>Banners>Users Banners*


Here you can view all banners your users have uploaded, approve and check the contents, links, edit the data. Here's how your user sees the approved banner:

**BANNERS**

You can use your account to place your Profile banner ad at our site to get more matches!

**Note:** Your banner will appear at a site pages after it's approved by Site Administrator! So you can add a banner now and then after the banner is approved, you'll be able to activate it using your Site account!

[Add](#)



STATUS	BANNER	LINK	PLACE	
Banner's waiting for activate	<div>                     Holiday cheer!                      Size: 468x60                 </div> 	<a href="#">viewprofile.php?id=6</a>	Position: bottom	<a href="#">Activate</a> <a href="#">Delete</a>

You, as administrator can delete a banner any time if a user violates your terms. On the whole, when the banner is approved you cannot edit its contents or links.

In this image you can see both approved and non-approved banners. Click Approve to allow banner for site usage:

**Banners | Banners list**

**Help:** There's an option for your users to add their banners to a site for extra charge for a limited period of time. Here you will be able to see the banners that your site members have uploaded for approve. Click Approve to approve a banner and allow your user to activate it at a site and place at some site pages for a certain period of time. When approving you'll get a pop-up window where you'll be able to specify the pages on which users will be allowed to place their banner. Click Delete to delete a running or newly added users banners.

Username	Status	Banner	Link	Place	Stop after	
<a href="#">demo</a>	Banner's waiting for admin approval	test Size: 120x60 	<a href="http://www.datingpro.com/dating/demo/viewprofile.php?id=6">http://www.datingpro.com/dating/demo/viewprofile.php?id=6</a>	Position: left		<a href="#">Approve</a> <a href="#">Delete</a>
<a href="#">demo</a>	Banner's waiting for activate	Holiday cheer! Size: 468x60 	<a href="#">viewprofile.php?id=6</a>	Position: bottom		<a href="#">Delete</a>

After you click Activate, in pop up window you'll get Banners Area list (pages list) where this banner might be inserted by the user. You can allow all pages for activation.

**PG Dating Pro, developed by PILOTGROUP.NET - Mozilla Firefox**

http://www.datingpro.com/dating/demo/admin/admin\_banners.php?sel=get\_resols&id=3

**Help:** Here you can specify which pages will be allowed to be used for banner placement for your users. It's important for you as Administrator because you might want to have some pages for your own ads only. Banners placed at one page, one location will be rotating. Just mark the allowed pages and press Save. Click Check All to activate all pages. Click Uncheck All to uncheck all pages.

**Banners area**

<input type="checkbox"/> User account page	<input type="checkbox"/> Advanced search form and results table
<input type="checkbox"/> Dating Advice section	<input type="checkbox"/> Registration or login error page
<input type="checkbox"/> Users blacklist	<input type="checkbox"/> Contact page
<input type="checkbox"/> Photo gallery	<input type="checkbox"/> Help section
<input type="checkbox"/> Users homepage	<input type="checkbox"/> Horoscope page
<input type="checkbox"/> Users hotlist	<input type="checkbox"/> Info pages: Testimonials, General Conditions, Press ...
<input type="checkbox"/> Users kisses table	<input type="checkbox"/> Users mailbox
<input type="checkbox"/> Site map	<input type="checkbox"/> 'They want meet me' table
<input type="checkbox"/> 'I want meet them' table	<input type="checkbox"/> User profile editor
<input type="checkbox"/> News page	<input type="checkbox"/> Payment page
<input type="checkbox"/> Perfect match table	<input type="checkbox"/> Quick search form and table
<input type="checkbox"/> Registration form	<input type="checkbox"/> Success Stories
<input type="checkbox"/> View user profile page	<input type="checkbox"/> 'Who visit my page' table
<input type="checkbox"/> Classifieds	

[Check All/Uncheck All](#)

Done ☒

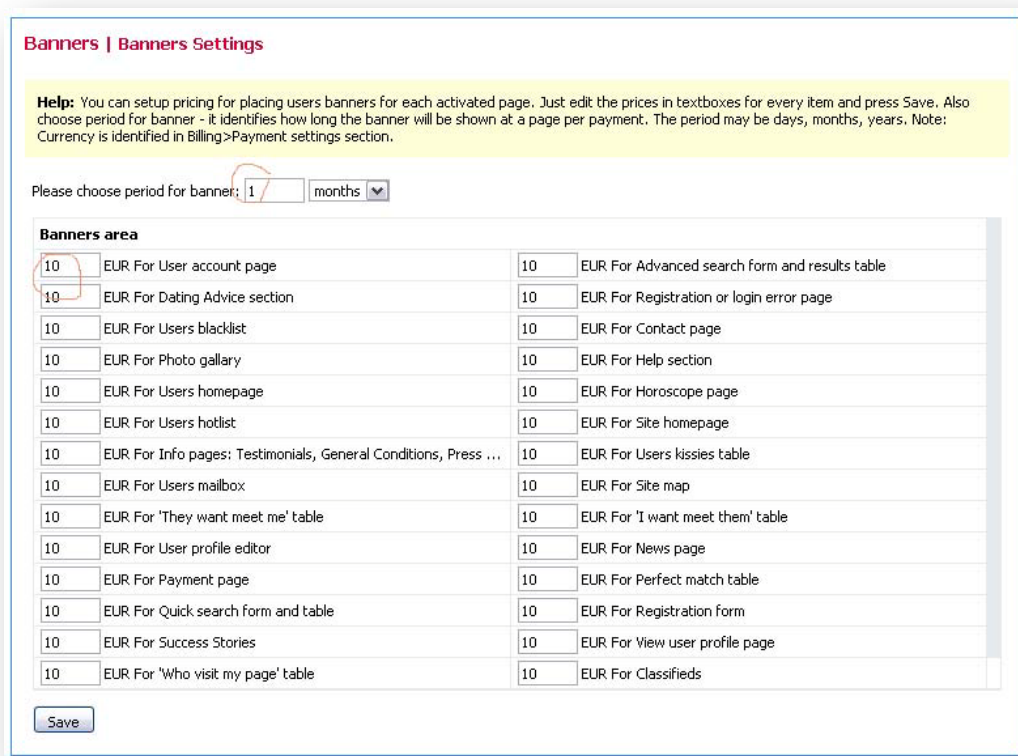
After that your user will be able to choose banner location (per page) and make payment from his account.

## 10.2.2 User banners settings.

*Admin Mode>Banners> Banners settings*

In this section you can set up prices per page for banner location, banner shows duration.

You can set different prices for different pages to market and profit more effectively with your site services.



**Banners | Banners Settings**

**Help:** You can setup pricing for placing users banners for each activated page. Just edit the prices in textboxes for every item and press Save. Also choose period for banner - it identifies how long the banner will be shown at a page per payment. The period may be days, months, years. Note: Currency is identified in Billing>Payment settings section.

Please choose period for banner:  months

**Banners area**

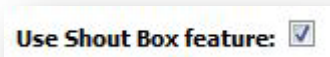
<input type="text" value="10"/>	EUR For User account page	<input type="text" value="10"/>	EUR For Advanced search form and results table
<input type="text" value="10"/>	EUR For Dating Advice section	<input type="text" value="10"/>	EUR For Registration or login error page
<input type="text" value="10"/>	EUR For Users blacklist	<input type="text" value="10"/>	EUR For Contact page
<input type="text" value="10"/>	EUR For Photo gallery	<input type="text" value="10"/>	EUR For Help section
<input type="text" value="10"/>	EUR For Users homepage	<input type="text" value="10"/>	EUR For Horoscope page
<input type="text" value="10"/>	EUR For Users hotlist	<input type="text" value="10"/>	EUR For Site homepage
<input type="text" value="10"/>	EUR For Info pages: Testimonials, General Conditions, Press ...	<input type="text" value="10"/>	EUR For Users kisses table
<input type="text" value="10"/>	EUR For Users mailbox	<input type="text" value="10"/>	EUR For Site map
<input type="text" value="10"/>	EUR For 'They want meet me' table	<input type="text" value="10"/>	EUR For 'I want meet them' table
<input type="text" value="10"/>	EUR For User profile editor	<input type="text" value="10"/>	EUR For News page
<input type="text" value="10"/>	EUR For Payment page	<input type="text" value="10"/>	EUR For Perfect match table
<input type="text" value="10"/>	EUR For Quick search form and table	<input type="text" value="10"/>	EUR For Registration form
<input type="text" value="10"/>	EUR For Success Stories	<input type="text" value="10"/>	EUR For View user profile page
<input type="text" value="10"/>	EUR For 'Who visit my page' table	<input type="text" value="10"/>	EUR For Classifieds

You can set different prices for different pages to market and profit more effectively with your site services.

## 11. Shout box management

*Admin mode>Site Content management>ShoutBox*

You can switch on/off shout box feature at your site from here using field:



**Use Shout Box feature:** ☒

In Shout Box section you can manage your shout box settings on a site: messages stored in a system, users messages and view quick statistics.

**Messages show limit** – is a setting that restricts a number of messages stored in database at a time. If a number of messages exceed this number the oldest ones start to delete.



The default setting is 25. To edit it, just change a number in a field "Show messages limit:" and press "Save" button.



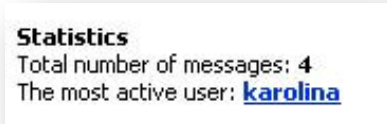
**User Messages management** – you can view, edit and delete messages which your members write in shout box from User Mode.

Click Edit to change texts or add something.

Click Delete to delete a message if necessary. Click user name-link to check user data in Users section.

User	Message	Date	
<a href="#">karolina</a>	Hello all!	2007-07-06 15:34:04	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">demo</a>	Welcome to our community!	2007-07-06 15:35:55	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Natalie</a>	I like it there!	2007-07-06 17:36:04	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Maria</a>	Come to chat!	2007-07-06 17:37:17	<a href="#">Edit</a> <a href="#">Delete</a>

**Shout Box statistics** – you can see short stats on Total clicks and Most active user at the bottom of this page. Click the name-link of the most active user to get to his/her data and contact him if necessary.



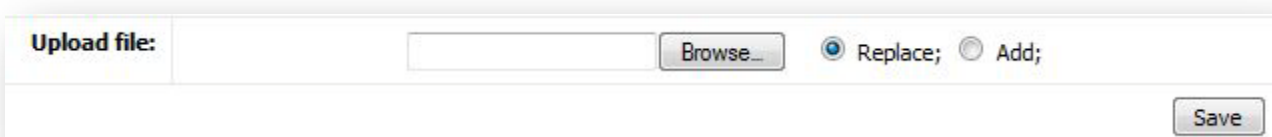
## 12. Bad words section.

This section allows you to set a number of prohibited words that will prevent messages from posting at your Site. If you're starting it's better to go on from Bad words file setup as it collects all prohibited words at your site. Then you can check violations at the Site.

### 12.1. Bad words file

You can create this file manually adding words one by one or upload an existing one using "Upload file:" field at the bottom of the editing section.

There's also an option to add uploaded file to manually added data or replace it. Please check one of the Radio buttons at the bottom of editing area to perform changes.



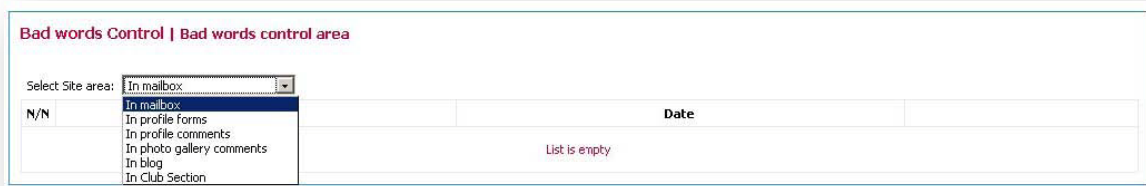


Note: the format of the Bad words file that you are uploading should be .txt.

Influence of site Bad Words file is extended to many Site sections (Forum, Events, IM). You can still manage the whole file from Administration Mode.

## 12.2. Bad words control

This section shows list of users who used bad words in mailbox messages, IM, profile forms and Gallery photos commentaries.



Bad words Control | Bad words control area

Select Site area: In mailbox

N/N In mailbox In profile forms In profile comments In photo gallery comments In blog In Club Section

Date

List is empty

There is a list of users for each section. Section is chosen in "Select area" drop-down menu.

You can view each user's bad words statistics by pressing "Statistics" button.

You can also notify user about your further actions by pressing "Communicate" button.

Message delivery way is identical to the one described in "Users/ Communication with your users" section. You can delete user from the list with the help of "Delete" button.

## 13. Area editor.

Admin mode>Area Editor

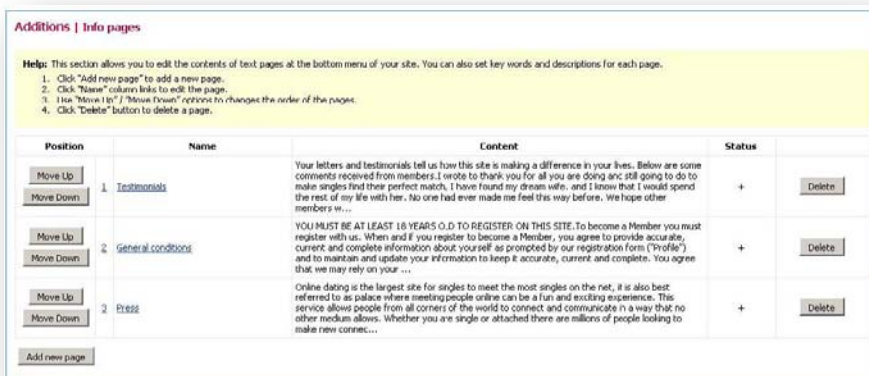
This section allows you to edit and add the contents of text pages at the bottom menu of your site.

You can also set key words and descriptions for each page.

### 13.1. Info pages.

Admin mode>Area Editor>Info pages

Here you can add a new text page. And edit existing ones, edit their status. You can also change the order of the links for the pages at the bottom menu of the Site. Just use Move Up/Move Down buttons for a certain page.



Additions | Info pages

Help: This section allows you to edit the contents of text pages at the bottom menu of your site. You can also set key words and descriptions for each page.

- Click "Add new page" to add a new page.
- Click "Name" column links to edit the page.
- Use "Move Up"/"Move Down" buttons to change the order of the pages.
- Click "Delete" button to delete a page.

Position	Name	Content	Status	
Move Up Move Down	1. Testimonials	Your letters and testimonials tell us how this site is making a difference in your lives. Below are some comments received from members. I wrote to thank you for all you are doing and still going to do to make singles find their perfect match. I have found my dream wife, and I know that I would spend the rest of my life with her. No one had ever made me feel this way before. We hope other members w...	+	Delete
Move Up Move Down	2. General conditions	YOU MUST BE AT LEAST 18 YEARS OLD TO REGISTER ON THIS SITE. To become a Member you must register with us. When and if you register to become a Member, you agree to provide accurate, current and complete information about yourself as prompted by our registration form ("Profile") and to maintain and update your information to keep it accurate, current and complete. You agree that we may rely on your ...	+	Delete
Move Up Move Down	3. Privacy	Online dating is the largest site for singles to meet the most singles on the net. It is also best referred to as place where meeting people online can be a fun and exciting experience. This service allows people from all corners of the world to connect and communicate in a way that no other medium allows. Whether you are single or attached there are millions of people looking to make new connect...	+	Delete

Add new page

Note: adding too many pages there may result in design problems and you should consider that.

### 13.1.1 Tips on how to edit text pages

All sections (except Take a Tour described below) are edited equally. It is necessary to copy page text html into text section and click 'save' button. You can edit text with the help of standard HTML tags.

Let's take one phrase as an example.

b — makes words inside tags pair "<b></b>" as bold

Example: If you create <b>How do you know if you've ever been in love?</b> - your users will see it like this: **How do you know if you've ever been in love?**

i — makes words inside tags pair "<i></i>" as italic

Example: If you create in admin area <i>How do you know if you've ever been in love?</i> - your users will see it like this: *How do you know if you've ever been in love?*

U — makes words inside tags pair "<u></u>" as underlined.

Example: <u>How do you know if you've ever been in love? </u> - your users will see it like this: How do you know if you've ever been in love?

br — separates string from another string after <br>. Put tag <br> at the end of the string to separate it from another string.

a — puts text inside tags pair "<a href=""></a>" as a link to what is inside this tag pair.

Example: <a href="http://www.pilotgroup.net">Pilot Group</a> - users will see it like a link without tags.

Sup — specifies that the enclosed text should be rendered in superscript, with the enclosed text slightly higher than the surrounding text. This can be useful for mathematical formulas.

Sub — specifies that the enclosed text should be rendered in superscript, with the enclosed text slightly lower than the surrounding text. This can be useful for mathematical formulas.

Code — lets you put code inside your news.

So, as you see this goes from HTML formatting.

Note: It is necessary to save changes with "Save" button before passing to other section editing; otherwise changes won't be saved.

## 13.2. Take a tour

*Admin mode>Area Editor>Take a tour*

This section helps you to create virtual site tour. It will attract a lot of users. You can see a list of tours created by you on the main page of the section. Tours are showed in certain order in user mode. Tour order number is indicated in "N/N" field. With the help of "Up" and "Down" buttons you can place tour one position upper or lower. These buttons are applicable to all section pages. Use "Delete" button to delete unnecessary section pages and "Add" button to add new page.

While creating tour page you can indicate its status: active/inactive (it can be changed while page editing). Your site screenshots may become useful for creating a tour. To add screenshot, please, indicate path to graphic file with the help of "Browse..." button in "File" section.

You can also add commentaries to graphic image. Standard HTML language formatting can be applied to this text. If you know HTML very well, use standard formatting buttons suggested on the page ("b", "i", "u", etc.) Use "View" button to preview formatted comments. After previewing you can come back to commentaries editing by pressing "Edit". If you are satisfied with result, press "Add" to save the changes. If you are not sure whether to add newly created tour page, use "Back" button to come back to tours list page.

Note: The Take a tour item won't appear if you don't upload image for it.

## 13.3 Help. User manual page (FAQ)

*Admin mode>Area Editor>Help*

In this section you can create a user manual on how to use your site and what benefits it has. Also place there most asked questions of your site users, locations of main site options and tools.

We have added the basic User manual with subcategory FAQ questions which your users might ask.

The Help user manual includes all software features description and Additional modules description.

Note: To translate all Help texts into different site languages, you should change language in the main page language of Admin Mode and then translate:




To add a new Help section category, press "Add FAQ Topic" and write the name and short description for it using HTML or WISIWIG mode.

**Area Editor | Add FAQ Topic**

**Help:** Insert the name and the description for the Topic and click 'Save' to save changes. Click 'Back' to get back to the Topics list.

Name \*

Description



Style  Font  Size  Paragraph

FCK mode allows you to add special effects without knowing html or with HTML links. Use menu buttons in the editor to add styles to your texts.

Use "Edit" button to edit the Category name, press "Delete" to delete the category together with all subcategories. Now, when you've added the Category, you can click the category name to add FAQ subcategories-questions.

To add a subcategory-question, use button "Add FAQ" and add a question a user might ask and an answer to it. There's same editor for answers.

Click "Back" to go back to a list of categories. Click "Edit" to edit the section and "Delete" to delete it.

## 13.4 Testimonials.


*Admin mode>Area Editor>Testimonials*

Here you can add your users' testimonials. They will be listed at your site. You can switch on/off this section. If it's off, your users won't see it (there will be no link in the footer menu):

Use Testimonials section: ☒

[Add new story](#)

pages: [1](#)

N/N	Image	Story title	Name	Description	Date		
1		Thanks a million	Frank and Helen	Thanks a million for advertence and kindness. We met here and we're very happy together!!! We never thought that coming to your community will get us so much: best friends and even sweethearts!	03-20-2009	<a href="#">Edit</a>	<a href="#">Delete</a>

## 14. Abuse reports.

*Admin mode>Site Content Management>Abuse reports*

In this section you can view all Abuse reports your users might issue on a site. You can deactivate a user (abuser) or contact with him.

You can also view the page and section that was considered an abuse by clicking the link in a table.

Abuser	Abusing content	Reported by	Date	
<a href="#">Joliet</a>	<a href="#">../gallery.php?sel=view_upload&amp;upload_type=a&amp;id=211</a>	<a href="#">Tutty:</a> lame	2009-07-03 22:43:36	<a href="#">Make inactive</a> <a href="#">Communicate</a> <a href="#">Delete report</a>

Press "Delete report" to delete report if it's irrelevant.

## 15. Tags.

*Admin mode>Site Content Management>Tags*

In this section you can view all tags your members have used at a site divided by site sections.

## Tags | Tags list

**Help:** in this section you can see the tags your users used at a site and those which are used in search

Tags	Tags count	
books	1	<a href="#">Delete</a>
Crazy	1	<a href="#">Delete</a>
Indian	1	<a href="#">Delete</a>
ocean	1	<a href="#">Delete</a>
Sea,	1	<a href="#">Delete</a>

pages: [1](#)

In Tags column you can see tags themselves.

Tags count shows how many tags of the same kind was used at your site.

Delete link allows you to delete a tag, if it's inappropriate.

Note: if you delete a tag here, it'll be deleted from a site and search forms forever.

## 16. Promo codes.

*Admin mode > Site Content Management > Promo codes*

Promo Codes - are special codes which you distribute offline, at other sites and forums, during your marketing campaign to attract more users to your site and to make your existing users more active. Usually, bonuses include either complimentary membership or a sum of money to user account.

You can do it now with PG Social Networking solution. In Promo Codes section you can start and run your own advertising campaign. You can create a campaign and then generate a list of promotional codes (created randomly in a system). Use "Add campaign section" for adding new promo code set.

### Add campaign

Name:

Type:

Type value:

Code count:

Dates:    -

Name	Type	Type value	Get active codes	Statistic	Dates	
Test	Membership	1month(s) Gold Members	<a href="#">Get active codes</a>	used codes:0/unused codes:3	2009-01-01 - 2014-01-01	<input type="button" value="Delete"/>

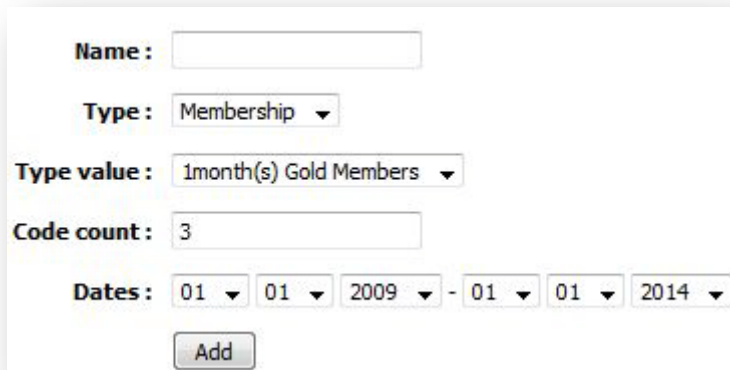
pages: [1](#)

You can switch on/off this site service here too. Just use the following field to do so:

Use promo codes feature on a site: ☒

## 16.1 Adding a campaign

To add a campaign and generate new codes, just use the form at the page. You should decide if you would like to grant membership or fill in user account with a code.



The form contains the following fields:

- Name :** A text input field.
- Type :** A dropdown menu with "Membership" selected.
- Type value :** A dropdown menu with "1month(s) Gold Members" selected.
- Code count :** A text input field with the value "3".
- Dates :** A date range selector with dropdowns for day, month, and year. The selected range is 01/01/2009 to 01/01/2014.
- Add** button.

Form fields definitions:

**Name** - is a name of the campaign

**Type** – may be membership or account. If that's Membership- the users who use your special code will be granted a certain membership when signing up. If it's Account, then you can specify how much money will be put to user account if he registers with the code.

**Type value** – allows specifying the group where users will go/amount which users will get to their account.

**Code count** – specifies how many promo codes should be generated.

**Dates** – allows setting up activation and expiration dates for the codes.

In a table of campaigns you can see the data on used codes, download unused codes (txt file format) and delete a campaign.

Name	Type	Type value	Get active codes	Statistic	Dates	
Test	Membership	1month(s) Gold Members	<a href="#">Get active codes</a>	used codes:0/unused codes:3	2009-01-01 - 2014-01-01	<a href="#">Delete</a>

The table also shows you stats on used and unused codes.

Example: used codes:0/unused codes:3

## 16.2 Promo codes file/list.

Click "Get active codes" link to download promo codes, which haven't been used yet.

Note: You can also download and save promo codes when creating a campaign. When you press "Add" button the system will offer you to download the file automatically.

The file will be of .txt format and will contain all data about campaign, expiration date, a list of codes available for promotion:

```
codes - Notepad
File Edit Format View Help
Campaign name: Test
Campaign type: Membership
Campaign type value: 1month(s) Gold Members
Campaign date begin value: 2009-01-01
Campaign date end value: 2014-01-01

Codes:
346570
4d9db6
db41b0
```

## 17. Site Maps

Admin mode>General settings> Miscellaneous

You can setup Yahoo or Google maps at a site to show users location (if they indicate their city when registering).

Miscellaneous

Quantity of symbols in zip-code:

5

To use letters in zip-code:

☐

Google Maps API key:

For 'View location on map', please, request your own Google API key on [Google](#)

☐

Yahoo Application ID:

For 'View location on map', please, request your own Application ID on [Yahoo](#)

☒

datingmap

First you should decide which type of the map you would use Yahoo or Google. Then you activate "Google Maps API key" section for Google maps and "Yahoo Application ID" section for Yahoo Maps. Note: The ID and API key are given to you after you register with the resources. After you get this information, you can insert it into Admin Mode and Save the changes.

**After that there will appear View location on Map link for users in search results** – viewing the profile (for those who have their location indicated).

### Google XML sitemap option

You can switch on an automatic Site Map generation tracked by Google. Google will track the site map and you'll be able to submit your pages to Search Engines! Learn more at

<http://www.google.com/support/webmasters/bin/answer.py?answer=34575&topic=13451>

## 18. Site services.

Alongside with membership services you can offer your users the following:

1. Refer a friend feature
2. Lift Up profile in search results
3. Buy a Banner at a Site (See 10.2)



- 4. VoIP Calls (See 19)
- 5. E-Cards service (See 20)
- 6. Featured events (See 25.3)
- 7. Virtual gifts (See 22)
- 8. Gift shop (See 30)

## 18.1 Refer a friend feature

It's a part of Bonus management system which is added to Social Networking software.

There's a possibility to allow your users get money to their account after referring friends to your site. The money is put to their account only after a referred person has registered at a site. To activate this feature you should go to *Admin Mode > Billing > Payment settings > Select payment service to manage*.

Here you can activate this service and set up amount of money people would get for each referred friend:



Use Paid Refer a Friend feature: ☒ 0.01 EUR For each referred friend

Note: your users will have statistics for referred users and for those who have actually registered with their referral. Users will get their money to an account in case a referred friend registers at a site.

## 18.2 Lift Up profile in search results

It's another service that allows your site members pay for lifting up their profile in search results. The payment is taken from their account and you, as administrator, can set up the amount of payment. The profile is lifted up in search results until somebody outbids this payment.

To activate this feature you should go to *Admin Mode > Billing > Payment settings > Select payment service to manage > Use payment service- Profile Lift Up in a search:*



Select Payment Service to manage: [Virtual Currency settings](#) **[Profile Lift Up Service](#)** [Paid Refer a Friend feature](#)

Enable this service: ☐

Price, EUR

3

Save

Back

Note: This system is based on bids. This means that when a member pays, his profile is up in search results. Once someone else pays to lift up his profile, the first one will be under the newly paid profile.



## 19. VoIP Calls management

In general, **Voice-over-Internet protocol (VoIP)** is a protocol optimized for the transmission of voice through the Internet or other packet-switched networks.

Some cost savings are due to using a single network to carry voice and data, especially where users have underused network capacity that can carry VoIP at no additional cost.

Voice-over-IP systems carry telephony signals as digital audio, typically reduced in data rate using speech data compression techniques, encapsulated in a data-packet stream over IP.

We have integrated VoIP service from <http://Jajah.com>.

*JAJAH, the world's most innovative communications company, offers flexible, next generation telephony solutions for consumers and businesses. JAJAH's award-winning communication services make it easier for people to stay in touch using any device, on any network, anywhere. Leveraging a universal open telecommunications platform, JAJAH's managed services allow mobile operators, landline carriers, cable companies, technology companies and other businesses to adopt its voice solutions with minimal investment and time to market. The leading global IP telephony company is headquartered in Mountain View, California.*

In our software from Admin Mode you can manage your VoIP calls, activate the system and check call rates.

### 19.1 VoIP Settings.

*Admin mode>VoIP Calls>VoIP Settings*

We have integrated Jajah calls service and that's why you would need to register with them for a Business account to activate your VoIP calls service at a site.

#### 19.1.1 Account Activation Instructions

Here's a list of actions you should take:

- 1) Register for a Business Account Activation at <http://jajah.com/business/users/registration/>
- 2) After registration confirmation, Resellers must register for the reseller API service by sending a request to the Jajah support team. Send the following information to [support@jajah.com](mailto:support@jajah.com):
  - Company name
  - IP address or range
  - Note that to use the service, the reseller must have a static IP address.
  - IP address verification is part of the security mechanism that prevents fraudulent access.
  - Jajah user names and account details
  - After approving a request, Jajah will open a business account for the reseller and will notify the reseller by email.

- You may be requested to fax a copy of any bill to confirm your company identity (or your identity) for payments.

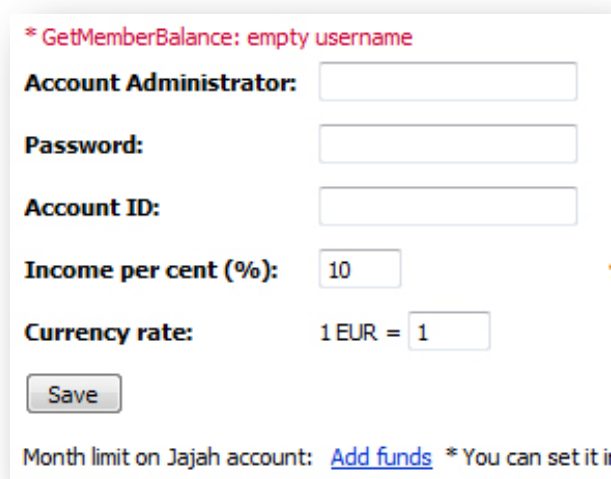
Your bill should have: your name, company name (if exists), your address (indicated when registering).

Note: if you have delays in your account activation, contact us and we'll proceed it faster by contacting our partners directly.

**3)** After your account's activated, you'll get access to your panel at Jajah where you'll be able to manage your payments to Jajah for calls.

**4) IMPORTANT:** you should request your Business Account ID from Jajah support to activate your API at *Social Networking Admin Mode > VoIP settings* section.

In admin mode you should simply insert the data you get from Jajah:



\* GetMemberBalance: empty username

**Account Administrator:**

**Password:**

**Account ID:**

**Income per cent (%):**

**Currency rate:** 1 EUR =

Month limit on Jajah account: [Add funds](#) \* You can set it in

**Account Administrator** – name of a person who has registered for Jajah account.

**Password** - your password for Jajah account

**Account ID** – Business account ID (requested from Jajah support)

## 19.1.2 Rates Setup

**1)** You can set up rates for your users to call. You should indicate per cent increase for the current rates from Jajah. In this case the rates for the users for a call will be higher for this per cent and you'll profit from calls at your site. Just fill in "Income per cent (%):" field and save changes.

For example: Income per cent is 10%, the initial rate is 1 USD. Then the price you pay will be 1 USD and the user will pay you 1,1 USD.

**2)** Once you activate your account, you'll be able to see rates and manage them.

You can set it in your Jajah account. Each user after registration is automatically added to your Jajah Business account and you can set up money limit for each user.

"Add funds" is a quick link which allows you to add funds at your Jajah page to your Business account.

## 19.2 VoIP Statistics

*Admin mode>VoIP Calls>VoIP Statistics*

On that page you can view calls statistics for your users, calls costs and dates. You can check Total call costs and Last calling Dates. Click name-link of a user to view his data.

Note: You pay as a Business account user to Jajah directly from your Jajah account page. And total stats is available in that personal section.

## 19.3 VoIP Activation at a site

You can switch on/off VoIP feature at a site from *Admin mode>VoIP Calling>VoIP setting> Use VoIP calling on site*



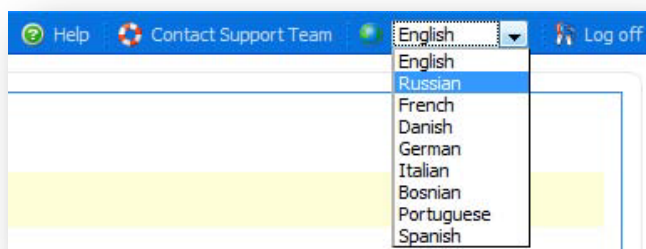
## 20. E-Cards service at your site

*Admin mode>Site Content Management>E Cards*

This section allows you to manage e-cards your users will be able to present to each other.

It's a paid service. The money is taken from user account or through online payment. You can manage orders, categories of e-cards, music for cards.

Note: To translate all E-Cards texts into different site languages, you should change language in the main page language of Admin Mode and then translate:



## 20.1 E-Cards catalog

In this section you can view categories of e-cards, their subcategories and the Ecards themselves. It's a 3 level catalog (category/subcategory/e-cards).

Note: Use tools to go from one category to another very fast: Jump to Category drop downs are in this section to help you manage your e-cards faster.

### 20.1.1 Adding main category.

You can add a category by clicking "Add category" link.

<b>Category name *:</b>	<input type="text"/>
<b>Description *:</b>	<div></div>
<b>Category image:</b>	No Image <input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Insert the name, description and status.

Note: There's a possibility to upload an image for a category in "Category image:" section. If you upload any, it'll be displayed there at main page for E-Cards.

If you don't upload any image, the system will insert any image from e-cards in that category. The image will be changing randomly every time you open a page.



## 20.1.2 Editing categories in a catalog

Once you created a category, it'll appear in a main table list. To edit the description or name, click "Edit" link. To delete click "Delete".

[Add category](#) [ECards Import](#)

Jump to Category:

pages: [1](#)

Categories			
<a href="#">birthday</a>	Congratulate the ones you love on their special day! Give you presents online with our cards!		<a href="#">Subcategories</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Family</a>	Send your warm, beautiful and spiritual blessings for your loved one, friends or family on their birthday!		<a href="#">Subcategories</a>   <a href="#">Edit</a>   <a href="#">Delete</a>



## 20.1.3 Subcategories management.

Click "Subcategories" link for the category to add/edit/view subcategories. You can also click category name to do it.

[Back to categories list](#) [Add subcategory](#)

Jump to Category:  Jump to Subcategory:

pages: 1

Categories			
<a href="#">Congratulations</a>	Say warm words for birthdays, special events!		<a href="#">View Items</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Anniversary</a>	Don't forget about special events in someone's life! Show that you care and choose a nice ecard for them.		<a href="#">View Items</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

pages: 1

Here you can add a subcategory: click “Add subcategory” link at the top, insert necessary information and browse an image if necessary.

**Note:** There’s a possibility to upload an image for a subcategory in “Category image:” section. If you upload any, it’ll be displayed there at main page for E-Cards. If you don’t upload any image, the system will insert any image from e-cards in that subcategory. The image will be changing randomly every time you open a page.

After you add a subcategory, you can see it in a table. There are options to edit and delete subcategory. Check links Edit and delete in a table. Click “View Items” to view the ecards in the subcategory.




## 20.2 E-cards management.

In this level you can add e-cards, sort them out and save.

[Back to categories list](#) [Back to subcategories list](#) [Add card](#)

Jump to Category:  Jump to Subcategory:

pages: 1

Cards	Price	Status		
Happy Birthday!	1.00	+		<a href="#">Edit</a>   <a href="#">Delete</a>
Sweets!	1.00	+		<a href="#">Edit</a>   <a href="#">Delete</a>
A special present...	1.00	+		<a href="#">Edit</a>   <a href="#">Delete</a>

### 20.2.1 Adding a card

Click “**Add Card**” to add a card. You can set up a price and status for a card, write a short description and upload the email of the card itself. Save your card to see it in a list.

As for Status, "+" shows that the e-card is active and is seen at a site, "-" makes a card inactive.


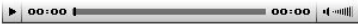



Note: price currency is set according to a general Site currency. The payment will be taken from a user account.

Click "Edit" to edit the e-card. Click "Delete" to delete.

## 20.3 E-Cards songs

Your e-cards can be sent accompanied by music. In this section you can add music clips for your users to choose. You can listen to the melodies you have uploaded by using special buttons at a player in a table. Click play icon to play (at the left) and change volume with a right hand icon of a sound maker.

pages: 1

Song name		Status	
Happy birthday to you		+	<a href="#">Edit</a>   <a href="#">Delete</a>
Jingle Bell		+	<a href="#">Edit</a>   <a href="#">Delete</a>
Love You		+	<a href="#">Edit</a>   <a href="#">Delete</a>
Love Song		+	<a href="#">Edit</a>   <a href="#">Delete</a>
We wish you a Merry Christmas		+	<a href="#">Edit</a>   <a href="#">Delete</a>

### 20.3.1 Adding a song

To add a song, click "**Add song**" link to add a melody.

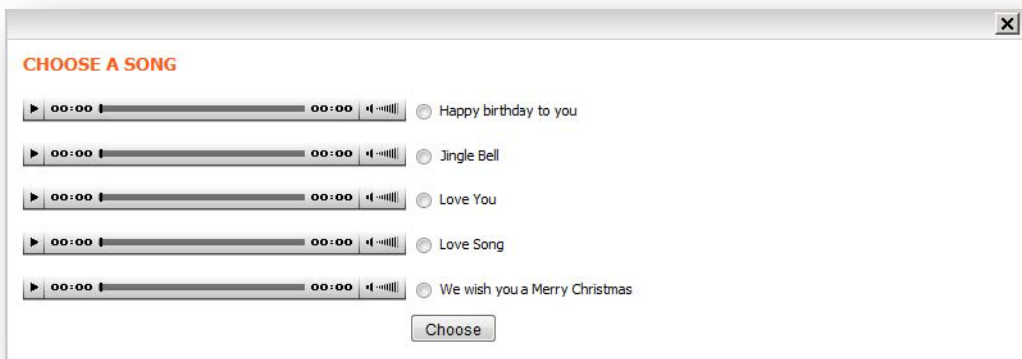
<b>Song name *</b> :	<input type="text" value="Jingle Bells"/>
<b>Status:</b>	<input checked="" type="checkbox"/>
<b>Song file:</b>	No File <input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Just upload a song file and click "Add".

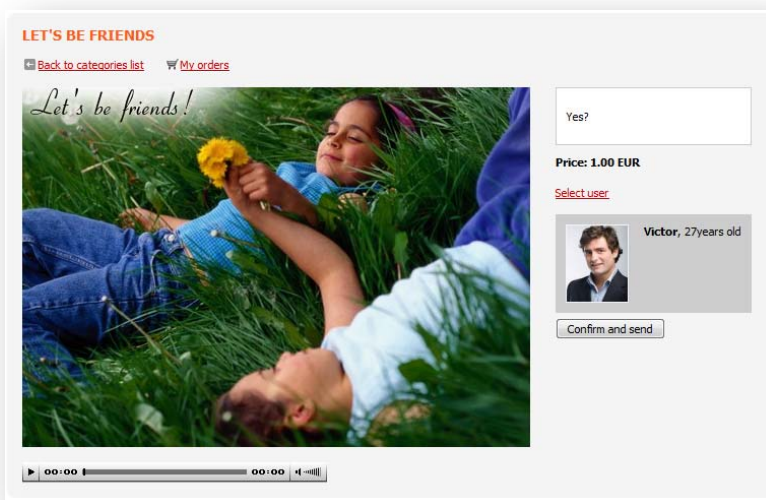
To edit a song, click Edit link in the main table and there you can also listen to a song.

To delete a song, click Delete.

Once all is done and set up your users will be able to choose an e-card and send it to other site users. The User mode for songs will look like that:






And for e-cards:



## 20.4 E-Cards orders

Here you can see all ordered e-cards by your users at a site. You can view recipients, status of delivery and prices.

pages: 1

Card header	Price	Card Sender	Card Recipient	Card Image	Order status
You're my Flower- let's date!	1.00	<a href="#">demo</a>	<a href="#">Akron</a>		<a href="#">Sent and Read</a>
Happy Birthday!	1.00	<a href="#">demo</a>	<a href="#">MarkGuy</a>		Paid and Sent
Let's be friends	1.00	<a href="#">demo</a>	<a href="#">Victor</a>		Paid and Sent

pages: 1

### Order status:

- "Sent and Read" means that the Card was viewed;
- "Paid and Sent" means that the card was paid but not viewed by recipient.

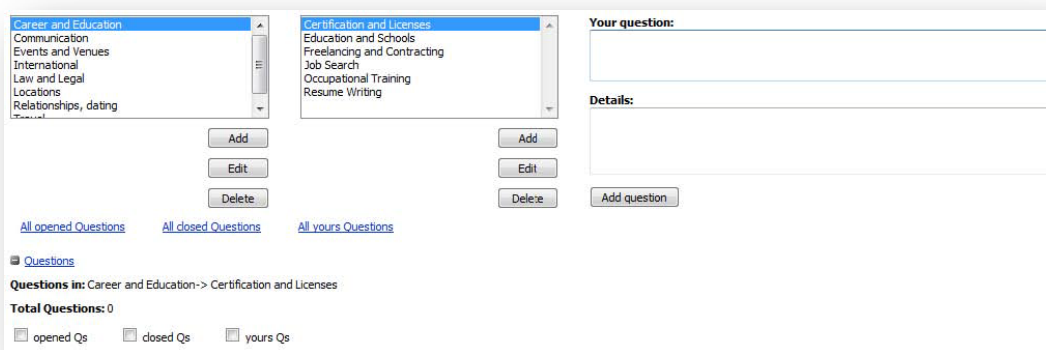


Note: You can click card sender's name or card recipient name to get to their profile and contact them from there. Use "Communicate" button to contact.

## 21. Questions and Answers section

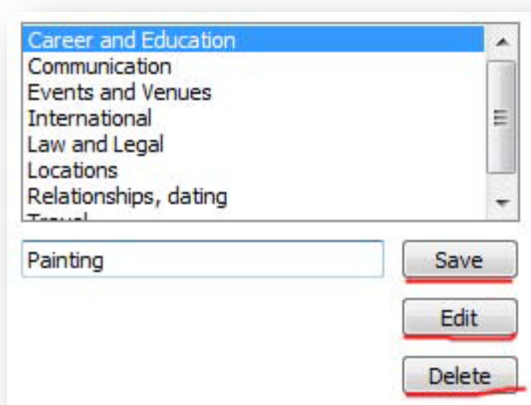
*Admin mode>Site Content Management>Questions and Answers*

This section is devoted to your users' communication. You give them an ability to ask questions and get answers from other people on a site. Administration Mode is very dynamic and here you can manage the whole section.



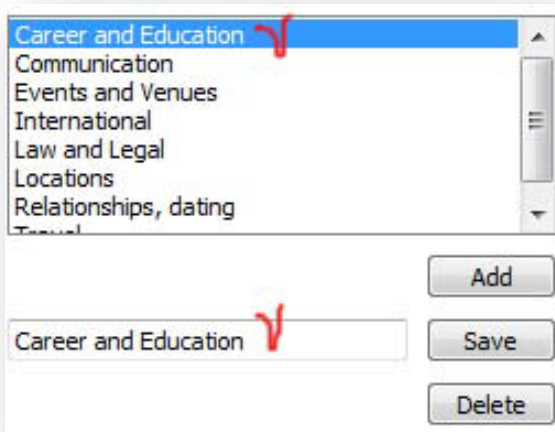
### 21.1 Q&A categories and subcategories

This page consists of categories that have subcategories. You can add a category yourself and a subcategories for it by clicking "ADD" button and typing in the Category name into the field (then click Save). The buttons are under the category window.



Also you can edit a category by choosing a category in a list and editing it:

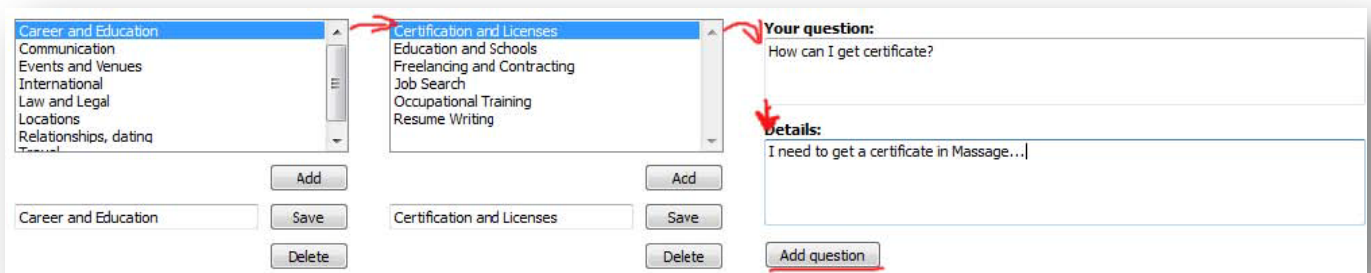




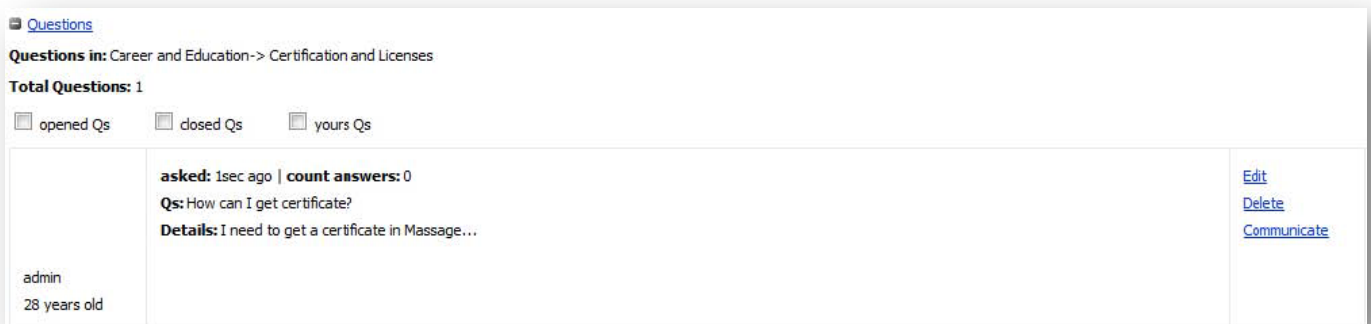
To delete a category, mark it in categories window and press “Delete”.  
Subcategories are Added/Edited/Deleted in the same way as Categories.

## 21.2 Adding your own question

If you want to add your own question to a category and get answers from your users, you can do it here too. Just choose a category, subcategory, add question and details. Press “**Add question**” to ask.



You, as admin will be able to see your question and edit it if necessary. There’s also a link to delete it. You can view stats for your questions and control answers. You can also contact a person who’s asked a question if you need something.



Questions				
Questions in: Career and Education-> Certification and Licenses				
Total Questions: 1				
<input type="checkbox"/> opened Qs <input type="checkbox"/> closed Qs <input type="checkbox"/> yours Qs				
admin 28 years old	asked: 1sec ago   count answers: 0 Qs: How can I get certificate? Details: I need to get a certificate in Massage...			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Communicate</a>

## 21.3 Managing answers

When you view the questions you can also see answers by clicking answers link. Dynamic menu will open up and show you who was answering you.

## 22. Virtual gifts

*Admin mode>Virtual gifts*

You can provide Virtual gifts service for your site users. It's a paid service. Your users will pay for virtual gifts from their site account.

### Acknowledgements: Virtual gifts vs Gift shop

Now you have 2 options for site gifts:

- 1) Virtual gifts – images, unreal gifts. Your users can order them at a site and send to another site user. They are virtual.
- 2) Gift shop – real items you can sell from site to site users. You provide delivery and confirmations. They are managed in *admin mode>Gift shop>*

You can switch both the gift options on/off from their sections in admin mode (*Virtual gifts>List* for Virtual gifts and *Admin mode>Gift shop>Catalog* for real gifts)

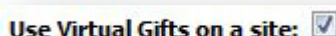
### 22.1 Lists of Virtual gifts. Sorting. Uploading images.

*Admin mode>Virtual gifts>List*

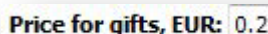
#### 22.1.1 General settings

In this section you can:

- 1) Switch on/off Virtual gifts service at your site:



- 2) You can also set one price for all Virtual gifts. Please use price field:



Currency is set according to the currency type set in *admin mode>Billing>Payment settings*.


Note 1: if you have virtual currency set on your site, your prices will be all displayed in your Virtual currency.






Note2: In case you need to make some virtual gifts free, mark gifts you need to make free and press "Make free" button. In case you need to make it paid again, just check the gift image and press "Make paid" button:

Move selected files to category :

[Check All](#) / [Uncheck All](#)

**Current category: Birthday**



3) Use "Upload image resize" section to adjust settings for your newly uploaded images. Please make the settings before your upload archive with virtual gifts.

- ☒ Upload images using resize
- ☐ resize proportionally by width
- ☐ resize proportionally by height
- ☐ resize strict by width and height
- ☒ resize by width and height proportionally (recommended)

width  x height

Please choose the variant that matches to you best. Usually, resize is smoother if you choose "resize by width and height proportionally", as your images will look better and more professional with such a setting. After choosing your settings, please set a width and height (if applicable).

## 22.1.2 Uploading your images for Virtual gifts

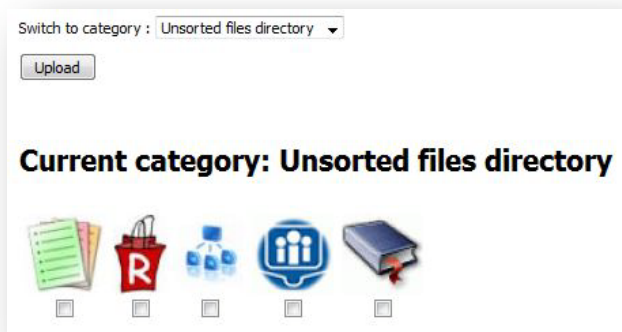
You can upload your own images for Virtual gifts for site users. You can upload images in archives.

Note: the format of the archive should be .zip To upload images, choose them from your computer and press "Upload":

Switch to category :

After upload, the archive is unzipped and can see the images in it:

Note: all images go to unsorted category. After that you can move them to Virtual gifts categories you have created. You can also upload the whole archive to one of the created categories. To do it, just choose a category in a drop down (called "Switch to category") and then upload:



### 22.1.3 Moving images to different categories

After you uploaded the images, you can sort them out by category, using the Move section of the page.

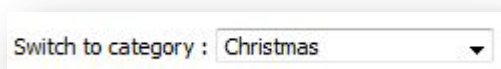
To move an image, just mark it in a list:



And then choose a category where you want to move your image to. Use section "Move selected files to category":

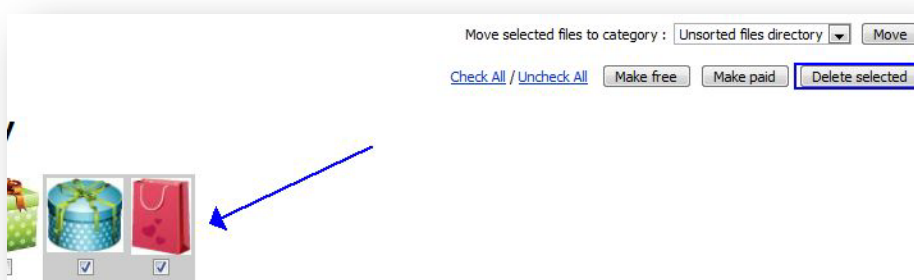


Then press button "Move". This image will be displayed in a new category after that. You can use section "Switch to category" to go to another category and see its virtual gifts:



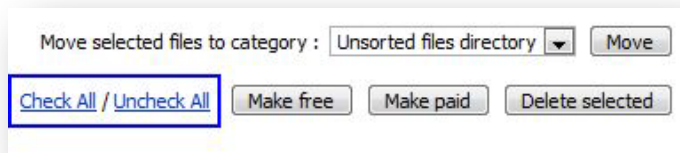
### 22.1.4 Deleting images for virtual gifts

You can delete images here too. Just mark the image and press "Delete selected" here:



## 22.1.5 Check all/uncheck all gifts

When making the above mentioned actions, please use “Check all/uncheck all” links to help you navigate and choose virtual gifts faster to move them to various categories, delete or make free:



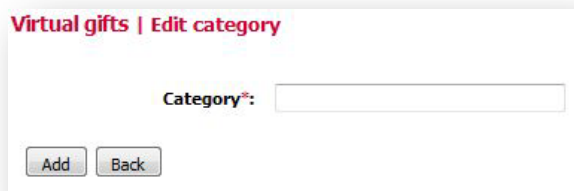
## 22.2 Virtual gifts categories

Admin mode>Virtual gifts>Gifts categories

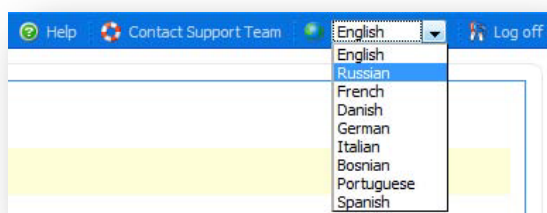
In this section you can add your own gifts categories which will be used for sorting your Virtual gifts.



Press “Add category” to add a new category:



Note: you can translate categories names into different site languages. To translate, please use main languages switch in the top right corner of Admin mode.



Switch into the language you need to translate into and do the translation by pressing the name-links of the categories and editing texts. Press “Back” to go to *Virtual gifts>list* section from *catalog* section.



## 23. Open ID log in & registration for your site users.

Your users can log into your site using Open ID account. We have integrated main standards for Open id. There's no management for such a feature in your admin mode. The process is automatic. You don't have to do anything to make this function.

We just want you to know that your users should have the following fields filled in at their Open ID profile: Email and Nickname.

If their nickname or email already exists at your site, the user will be logged in but his/her data will be changed a bit and a special report will be sent to a user with a request to check their new data.

## 24. Personal Organizer (in the package)

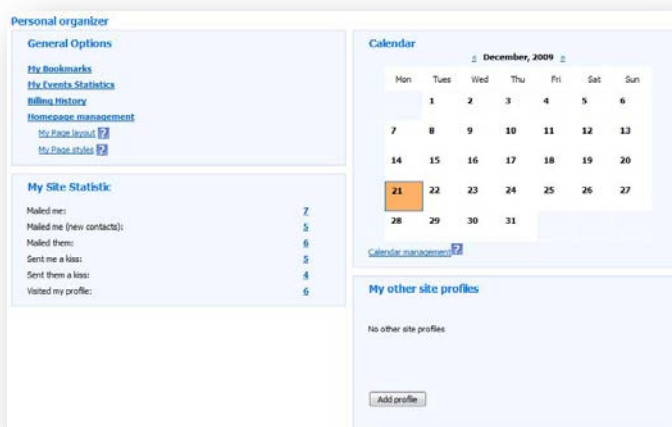
You can view this module only from the user mode. Personal Organizer adds more interactivity and organization to your users' profiles. This module allows managing the Design of your users Profile Page, collecting their favorite Bookmarks, creating To-do list, checking site Payments status, billing history and counting the expenses, viewing general and detailed site Statistics!

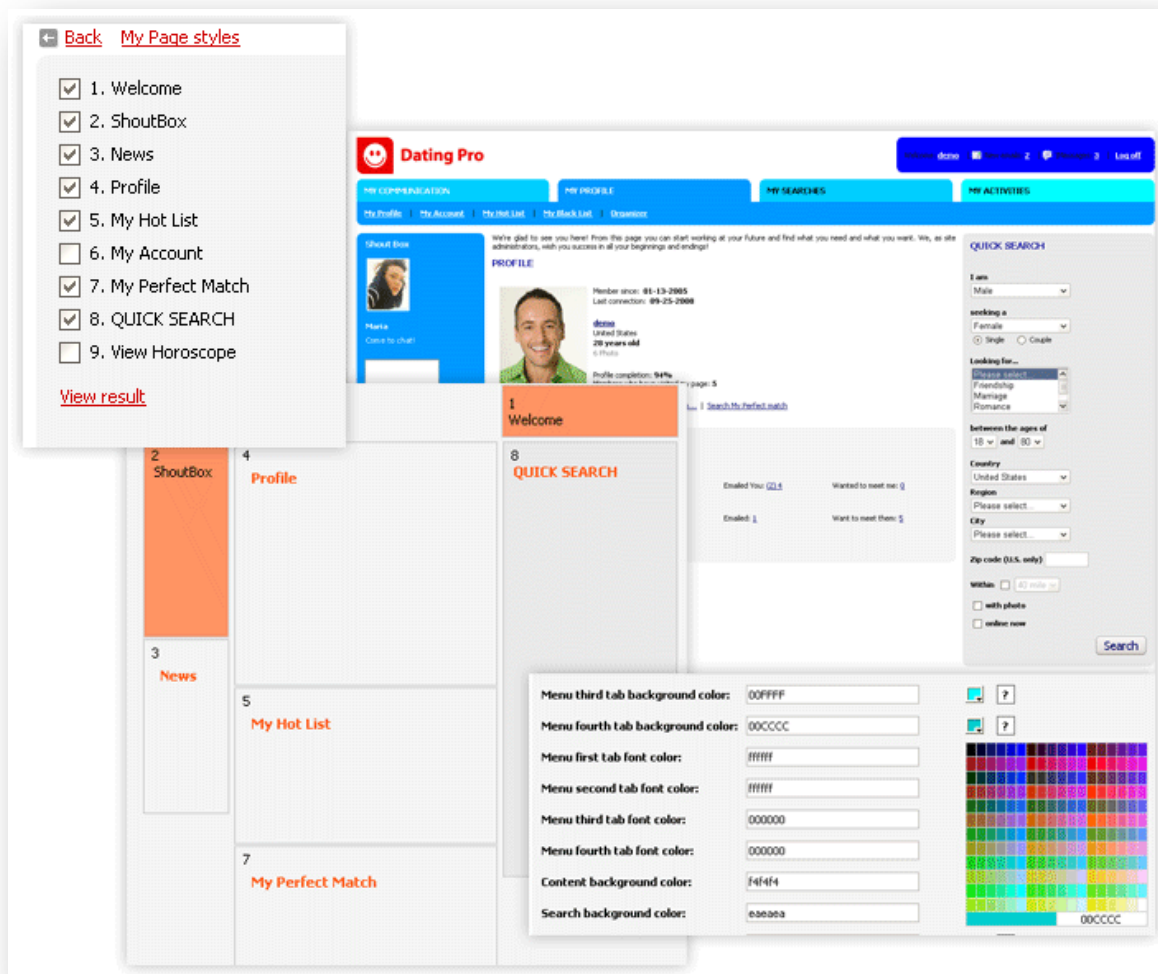
Now your users will be able to manage their homepage styles (colors and layout). You, as site administrator, won't need to setup anything to make the module work.

Your users will be able to:

- Check their stats
- Check their billing data at a site
- Manage their homepage layout and styles
- Manage bookmarks at a site
- View their events (connected with events module)
- Work with To-do list (add activities)
- Add links to other sites' profiles

Here's how it looks for your users in a user mode:





**Installation:** it's installed together with main software installation. You can view this module only from the user mode.

## 25. Events module (in the package)

**Installation:** it's installed together with main software installation.

In this module your users can organize their own online and offline events, setup events features (like adding comments, inviting friends, commenting, printing out Flyers), Search other events according to several parameters, view events lists in Calendar according to dates. Events Module is placed in a user's profile and provides powerful functionality for communication!

### 25.1 Events List. Editing.

*Sections Management >Events> Events List*

From the Admin mode you can check a list of existing events, their status, sign ups and dates.



If you want to **create a new event**, you should press the 'Add Event' button. To edit the existing event you should click events link name. Press 'View users list' button to check users who have signed up for the event. To delete an event, please press 'Delete' button.

<a href="#">Add new event</a> <a href="#">Event types management</a> <a href="#">Featured events settings</a>								
pages: <b>1</b>								
N/N	Event Organizer	Event type	Event name	Starts	Ends	Periodicity	Joined Users	
1	<a href="#">demo</a>	Events	Speed dating party	03-01-2010 18:00	03-01-2010 00:00	Daily	1	<a href="#">Communicate</a>
2	<a href="#">demo</a>	Events	Bad idea theater	03-01-2010 18:00	03-01-2010 00:00	Weekly until 04-06-2010	2	<a href="#">Communicate</a>

## 25.2 Add/edit event.

In this section you can add a new event, specify its name, place, date, periodicity (daily, yearly, monthly, none), event description. Press 'Add' to save the settings. Press 'Back' to go back to the list of events.

Events | [Add/Edit event](#)

**Help:** In this section you can add a new event, specify its name, place, date, periodicity (daily, yearly, monthly, none), event description.

Event name\*:

Type\*:

Members can Invite: ☐

Members can Post Images: ☐

Country\*:

Region\*:

City\*:

Place\*:

Start Time\*:

Finish Time\*:

Periodicity: ☒ None ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Description:

Flyer:

[Add](#) [Back](#)

## 25.3 Featured events – paid service.

It's a paid service. Users can make their events featured.

How it works: After a member pays to make his event featured, it'll appear highlighted at the top of events listings. It'll stay featured until the beginning of the event.

*If the event is concurrent* (daily, weekly etc.), it'll stay featured until the end date of the event. If user B buys service after user A, he'll appear higher than A in listings as featured. It's time based.



<a href="#">Add new event</a> <a href="#">Event types management</a> <a href="#">Featured events settings</a>								
pages: <b>1</b>								
N/N	Event Organizer	Event type	Event name	Starts	Ends	Periodicity	Joined Users	
1	<a href="#">demo</a>	Events	Speed dating party	03-01-2010 18:00	03-01-2010 00:00	Daily	1	<a href="#">Communicate</a>
2	<a href="#">demo</a>	Events	Bad idea theater	03-01-2010 18:00	03-01-2010 00:00	Weekly until 04-06-2010	2	<a href="#">Communicate</a>

Press "Featured events settings" button to switch on/off the feature and set up the prices. You'll be transferred to *Billing>Payment settings>Featured events* section.

**Featured events paid service is enabled:** ☒


**Price per each event (to make featured):**  EUR

[Save](#)   [Back](#)   [Go to events list](#)


Press "Save" when you have made all settings. To go to all available Events list, press "Go to events list" button, to go back to payment settings section, press "Back" button.

Here's how featured events look in the main listings (User mode):


**Featured Events**



**SPEED DATING PARTY** Events  
Starts: 03-15-2010 18:00; Ends: 03-15-2010 00:00; Periodicity: Daily  
Location: , , ; Place: open air  
[1 users joined](#) [Leave this event](#)




**FOOTBALL GAME** Sporting Rating: 4  
Starts: 03-15-2010 18:00; Ends: 03-15-2010 00:00; Periodicity: Weekly until 12-23-2010  
Location: , , ; Place: Grand Stadium  
[1 users joined](#) [Join this Event Now!](#)



**Bad idea theater** Events  
Starts: 03-15-2010 18:00; Ends: 03-15-2010 00:00; Periodicity: Weekly until 04-06-2010  
Location: , , ; Place: Central movie theater  
[2 users joined](#) [Leave this event](#)

Inside the event, users will see "Featured" stamp for a featured event:

**Football game**



## 26. Poll module (in the package)

Installation: it's installed together with main software installation.

Poll section will let you know what your users want, you can give them better services, and you can be a better company. You can create a poll to understand your users' opinions and thoughts on different questions. You can also entertain your members making interesting surveys and sharing results.

Your users can also create their own polls. If you want enable this option, activate it in checkbox:

**Users can create their polls:** ☒

## 26.1. Polls management

*Sections Management > Poll > Poll list*

Here you can see a list of existing polls, their status, add new poll and categories. You can also sort polls into categories.

**Users can create their polls:** ☒

Add category:

Jump to category:

Show polls created by:

Nº	Category	Stats	Actions
1	<a href="#">cars</a>	<b>Polls: 4</b> -by users: 3 -by admin: 1	<a href="#">View items</a> <a href="#">Edit</a> <a href="#">Delete</a>
2	<a href="#">Toys</a>	<b>Polls: 0</b> -by users: 0 -by admin: 0	<a href="#">View items</a> <a href="#">Edit</a> <a href="#">Delete</a>

pages: **1**

1. To edit category name, press Edit link.
2. To view polls in a category, press "View items" in a table.
3. To edit poll's questions click its name in the column "Question".
4. To Create a new survey go to "Create new poll" section.
5. To delete an existing poll or category, press "Delete".

You can also see the statistics for the comments and the visits of your poll. Click links in a column "Stats" to get necessary information. You can also see comments your users left for your poll and delete them if necessary.

## 26.2 Creating a new category.

You can create multiple categories to sort polls. They are multi language. Categories names are translated by switching languages in main languages drop down at right top corner of the page.

Just type in new category name in poll list page:

Add category:

Jump to category:

Press Enter or Save button.

## 26.2. Creating a new poll

*Sections Management > Poll > Poll list*

You can create new poll with answer variants. Get inside the category you need and press "Add"

Category: Toys

No	Owner	Question	Created	Expiration	Stats	Status	Allow comments	Actions
No polls								

Then just add your questions:

**Add poll**

Status:   Expiration(days):  never ☒ Allow comments ☒

Question:

Option1:  #  [crop answer](#)

Option2:  #  [crop answer](#)

[Add option](#)

Category:

Show for groups: Gold Members ☒  
Silver Members ☒  
Free Users ☒

- ✓ You can add any number of questions you need and choose the color of result scale for answers stats:



- ✓ You can enable/disable your poll any time. When disabled, it's not shown for your site users.
- ✓ You can set the time when this poll expires or set to have no expiration date.
- ✓ You decide if you will allow comments.

Note: comments are shown to poll owner only in statistics.

## 27. Forum (in the package)

Installation: it's installed together with main software installation.

In the Forum you can place different interesting discussion themes, get comments, activate users, make them talk and discuss, express their ideas and date.

### 27.1 Forum index

*Admin mode > Sections Management > Forum > Forum index*

Here you can "Create" a new forum category, Topics for the category and posts in Topics. To Create a Category please press "Add New Category" Button. To add topics and posts into the existing one click the Category name link. To edit the name of the Category press Edit.

Forum | Forum administration

**Help:** Forum administration help section. Here you can Create new forum category, Topics for the category and posts in Topics. To Create a Category please press Add New Category Button. To add topics and posts into the existing one click the Category name link. To edit the name of the Category press Edit

**Forum Home**  
Total categories found: 2

CATEGORIES	EDIT	DELETE	ACTIONS	TOPICS	POSTS
<a href="#">First date!</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Move Up</a> <a href="#">Move Down</a>	2	4
<a href="#">Break-ups!</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Move Up</a> <a href="#">Move Down</a>	1	1

[Add new category](#)

In the Forum Ban you can ban some users in *Admin mode > Sections Management > Forum > Forum Bans*.

### 27.2 Forum Access Permissions

*Admin mode > Groups list > Permissions > Change >*

You can setup your forum access permissions for different membership groups.

There are 2 types now:

- 1) Limited access - only view forum posts, topics and comments
- 2) Full Access - View, add posts, comment on topics

“Forum view” and “Forum edit” lines will be the ones to activate/deactivate for a certain group of users. Edit the sections and press “Save” to save the changes.

Note: In this case your users will be asked to upgrade membership if you prohibit accessing the edit mode for free users for example.

## 28. Blog Module (in the package)

*Admin mode > Sections Management > Blog*

Installation: it's installed together with main software installation.

Powerful blog section allows your users start their own blogs (edit/delete their blog), add images, rate other blogs, leave Tags and leave comments. They can also follow the posts of their favorite blogs at your site. Blog section may be used as a diary or a journal and may help your members show their personality to others and build a community around their blog.

### 28.1 View all Blogs

*Admin mode > Sections Management > Blog > View all blogs*

In the Admin mode in this section you can check all blogs created by your Site members and manage them:

**Blog | Blog list**

**Help:** In this section you can check all blogs created by your Site members and manage them:

1. Click 'Title' table link to sort all blogs by name. Note: You can click every table title to sort items of the table.
2. Click user name link to get info about a user who has created a blog.
3. You can activate/deactivate user blogs in a section 'Status'
4. Press 'Communicate' to contact blog moderator.

pages: 1									
N/N	Title ↑	User	Created	Type	Posts	Comments	Status		
1	I'm a wonderer....	<a href="#">demo</a>	10-11-2007	public	1	0	<input checked="" type="checkbox"/>	<button>Communiquer</button>	
2	Outstanding creature!!!	<a href="#">Natalie</a>	10-11-2007	public	1	0	<input checked="" type="checkbox"/>	<button>Communiquer</button>	
pages: 1									

Click users' name-links to see their profiles.

Note: if a blog is abusive, you can always change its status to Inactive from here and press “Communicate” button to contact a user.

### 28.2 Blog catalog

Now you can sort blogs into catalogs, into different categories. In Admin mode you can create categories where the blogs will go. Your users will choose a category when creating a blog. In a table you can see all existing categories and how many users blogs are there:

<a href="#">Add</a>			
pages: <a href="#">1</a>			
N/N	Category	Blogs count	
1	<a href="#">Computers &amp; Internet</a>	0	<a href="#">Delete</a>
2	<a href="#">Family &amp; Home</a>	1	<a href="#">Delete</a>
3	<a href="#">Fan Clubs</a>	1	<a href="#">Delete</a>
4	<a href="#">Hobbies &amp; Crafts</a>	0	<a href="#">Delete</a>
5	<a href="#">Other</a>	2	<a href="#">Delete</a>
6	<a href="#">Romance &amp; Relationships</a>	1	<a href="#">Delete</a>
pages: <a href="#">1</a>			

Click category name to edit its name. Press “Delete” to delete a categories.

## 29. Clubs.

Installation: it’s installed together with main software installation.

Let your users organize their communities into clubs based on equal interests. Site users can join clubs, leave comments and share their ideas and content. Clubs listings are displayed at your site’s main page and in a user’s profile homepage that makes communication and interaction way easier and funnier for everyone at the site.

### 29.1. Club categories list.

*Admin mode>Sections Management >Clubs>Club categories list*

In this section you can view, edit and delete Club Categories displayed at your Site. There’s also a possibility to see how many clubs are added to this or that category and check the club moderator’s data.

**Club | Categories list**

**Help:** Here you can view, edit and delete Club Categories displayed at your Site. There's also a possibility to see how many clubs are added to this or that category and check the club moderator's data.

1. To edit the Category name click the category name link in 'Category' column.
2. Press 'Add Category' to add a new category.
3. To see moderators data of the added clubs click the clubnumber link at 'Clubs Count' column.
4. Press 'Delete' to delete a category.


Note: in this case all clubs in a category will be also deleted.

[Add category](#)

pages: **1**

N/N	Category	Clubs count	
1	<a href="#">Activities</a>	0 clubs	<a href="#">Supprimer</a>
2	<a href="#">Automotive</a>	0 clubs	<a href="#">Supprimer</a>
3	<a href="#">Cities &amp; Neighborhoods</a>	0 clubs	<a href="#">Supprimer</a>
4	<a href="#">Computers &amp; Internet</a>	0 clubs	<a href="#">Supprimer</a>

Here you can add new Category and save the changes. Click 'Add' to save the changes. Click 'Back' to go back to the list of categories. Click the clubs stats in a "Clubs count" column

[Cultures & Community](#)  [1 clubs](#)

and you'll be able to see the clubs, your users have created:

pages:

N/N	Club Leader	Club Name	Club Status	Members count	Delete	
1	<a href="#">karolina</a>	<a href="#">Indian soul</a>	Public	3		<a href="#">Communicate</a>

pages:

Click the name of the club to see the club page from Admin mode.

## 29.2. Club uploads approve

If your users upload photos in their clubs sections, you can setup a system so that you as Admin approve all uploaded images before they appear on a site. You approve in *admin mode>uploads>Uploads approve*

## 29.3 My clubs – possibility to add your clubs.

*Admin mode>Sections Management >Clubs>My clubs*

You, as admin, can see a list of your own club to the list. Just click the "My clubs" link in the main menu:

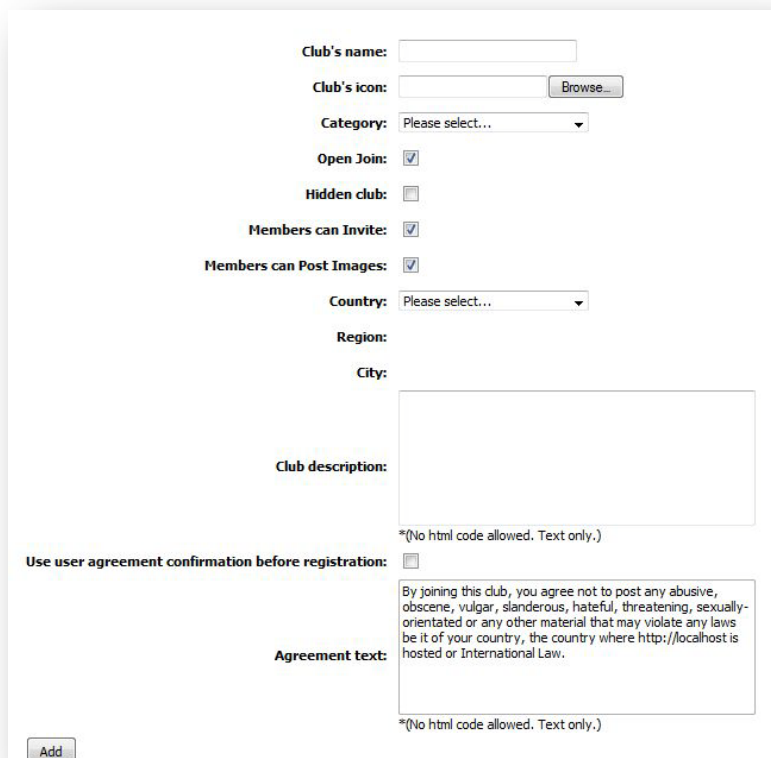
[Back](#)

N/N	Club Leader	Club Name	Club Status	Members count
No clubs found				

## 29.4 Adding a club

*Admin mode > Sections Management > Clubs > Add a club*

You can also add your own club in the section “add club”. You will see the add club form. It’s exactly the same that your members get at User side of the site:



Club's name:

Club's icon:

Category:

Open Join: ☒

Hidden club: ☐

Members can Invite: ☒

Members can Post Images: ☒

Country:

Region:

City:

Club description:

\*(No html code allowed. Text only.)

Use user agreement confirmation before registration: ☐

Agreement text:

\*(No html code allowed. Text only.)

Press “Add” to add a club.

## 30. Gift shop.

Installation: it’s installed together with main software installation.

It is a module for your online store. You can sell real goods, flowers and small things for your site members. They can order a gift for another site user or for himself (in Dating Pro and Community Pro). You can also set up categories of goods and add goods in the list for other users to see. You set a price and deliver shopping items to your site members.

### 30.1 Shop catalog.

*Admin mode > Sections Management > Gift shop > Catalog*

At this page you can view all the items joined in Categories that are in your shop right now.

It’s a 1 level catalog that allows you to create categories, sub-categories and add goods into them with prices and descriptions:



pages: 1

		Name	Comment	Status	
1		<a href="#">Fragrance</a>	Choosing a fragrance is something very personal and we tend to choose our fragrance based on our habits or olfactory memory. This memory is often linked to our emotions or even our lifestyle. If you w...	+	<a href="#">View items</a> <a href="#">Delete</a>

pages: 1

[Add category](#)


Press “View Items” to view all items a category contains. Inside, you’ll see a list of goods in the category:

Category: [Fragrance](#)

**Fragrance**

*Choosing a fragrance is something very personal and we tend to choose our fragrance based on our habits or olfactory memory. This memory is often linked to our emotions or even our lifestyle. If you would like some help in choosing a fragrance, we recommend that you visit one of the brand's authorized points of sale. An in-depth discussion with one of our Beauty Advisors will help guide you. To find your nearest authorized point of sale, we suggest you consult the Store Locator section of our website.*

pages: 1

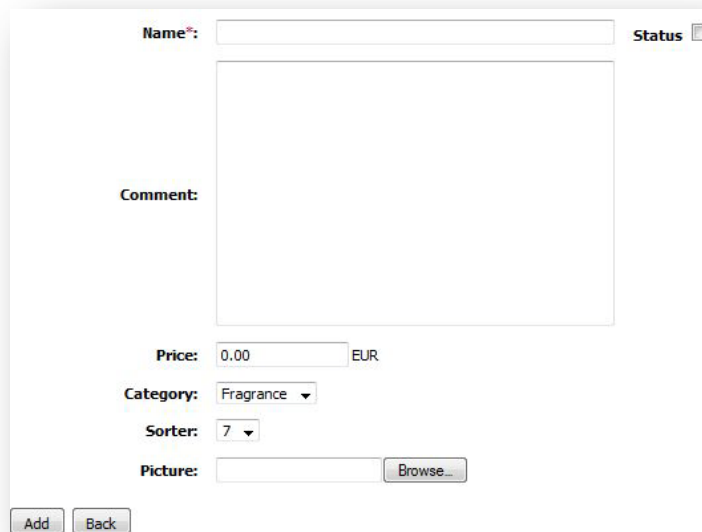
		Name	Comment	Price	Status	
1		<a href="#">Coco Mademoiselle (Chanel)</a>	Coco Woman is noble and refined, she is surrounded with inexpressibly gentle spicy aroma which top notes begin a jasmin and petals of a rose, and are opened by a sharp bergamot, a fresh orange and sweet vanilla.	99.00 EUR	+	<a href="#">Delete</a>
2		<a href="#">Dolce Vita (Christian Dior)</a>	Spicy wood aroma for the modern business woman. A bouquet of smells of a magnolia, a rose, a peach on a background of aromas of vanilla and sandal tree. Are created by house Christian Dior in 1996.	33.40 EUR	+	<a href="#">Delete</a>

You can edit the data for the goods by clicking their names-links. Press Delete to delete an item.

**Note:** you can translate the names of the section into all site languages. Just use main languages switcher at the top right corner of Administration Panel.

### 30.1.1 Adding item into catalog

You can add a new item by pressing “**Add item**” button at the bottom of the list. Then add the name of the item, indicate status (if it’ll be shown at a site) and description. Please also set a price. The currency will be taken from all site currency.



You can upload an image of the item and place it in appropriate place in a list of goods using "Sorter" field. Press "Add" to save the changes. Press "Back" to go back without saving.

## 30.2 Orders list and delivery status setup.

*Admin mode > Sections Management > Gift shop >*

Gift shop order list section allows you to track the sales and set the status of order delivery. You can also track the status of the order (delivered or not). It's set by the admin. To activate just click the "Status" button in a section "Status". To delete the line click "Delete".

Now you can setup order delivery status. As soon as the order main Status is "+" (meaning the payment was processed), you will have an option to configure delivery status in a column "Delivery". Click corresponding Delivery link to change it into "+".

**Gift Shop | Gift shop Orders List**

**Help:** This section allows you to track the sales and set the status of order delivery. You can also track the status of the order (delivered or not). It's set by the admin. To Activate just click the "Status" button in a section "Status". To delete the line click "Delete".

pages: 1

Code	Order date	From	To	Order	Total	Status	Delivery	
2	11-29-2006	demo	Joliet	1. Poison Hypnotic (Christian Dior) (1 x 25.99 EUR) 2. Caleche (Hermes) (1 x 30.00 EUR) 3. Dolce Vita (Christian Dior) (1 x 33.40 EUR) Ø	89.39 EUR	-	-	<a href="#">Status</a> <a href="#">Delete</a>
1	11-28-2006	demo	Akron	1. Dolce Vita (Christian Dior) (1 x 33.40 EUR) 2. Coco Mademoiselle (Chanel) (1 x 99.00 EUR) 3. Caleche (Hermes) (1 x 30.00 EUR) Ø	165.40 EUR	+	-	<a href="#">Delivery</a> <a href="#">Delete</a>

pages: 1

Please note: you should change status when you have really delivered a present to a user. After you change the status into delivered, an alert will be sent to a member, who has paid for the gift. It will go to a User Site Mailbox and will inform that the gift was delivered to a desired person.

## 31. Invite friends option.

Installation: it's installed together with software installation. It's available from user mode only and does not

You can view this module only from the user mode. It allows your users browse their friends' lists from popular email systems (MSN, Yahoo, AOL, Gmail, HotMail) into their contact list right from their homepage at your site!

**Now it's also integrated with Refer a friend feature that lets your users profit on referring new friends (sign-ups). The money is put to their account if referred friend has signed up. You, as site administrator, have an opportunity to better market your site and grow your database faster!**

Note: If you have some troubles with importing contacts from any of the mail systems listed above, please contact our Support Team for your server adjustment help.

## Conclusion:

PG Social Networking has a list of additional modules that may add much to your site functionality and give you more traffic! Documentation on additional modules is listed at <http://datingpro.com/social/manuals.php> as Modules Management Manual.

PG Social Networking Package includes the following featured sections: *Gift Store module, Clubs Module, Blog Module, Poll Module, Forum module, Events module, Personal Organizer Module, Invite Friends Module.*

If you still find managing your site complicated please let us know so that we could help you online (in our Live Chat) and by phone. We'll also appreciate your suggestions on how to serve you better, improve our manuals, the directions of our software development.

Feel free to contact us!

## Our contact information:

Main site: <http://pilotgroup.net/social>

<http://www.datingpro.com/social>

Manuals page: <http://datingpro.com/social>

Features list: <http://www.datingpro.com/social/features.php>

Call us: 1-866-620-1919 (US toll free)

Fax: 212 401-4333

Support page: <http://pilotgroup.net/support/>